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1974/75

WESTERN ILLINOIS UNIVERSITY

MEMORIAL LIBRARY

ANNUAL REPORT

July 1, 1974 - June 30, 1975

THE LIBRARY OF THE
SEP 16 1975
UNIVERSITY OF ILLINOIS
AT URBANA-CHAMPAIGN

MEMORIAL LIBRARY
WESTERN ILLINOIS UNIVERSITY
MACOMB, ILLINOIS 61455

ANNUAL REPORT 1974-75

This report shows the growth, use, and financial expenditures of the University Libraries for the fiscal year 1974-75.

I. Statistical Comparisons, 1974-75 with 1973-74.

A. Faculty and Staff--One less part-time faculty member was employed reducing the total to 23. In terms of positions the reduction was from 22 to 21½. (See pages 13 and 14 for the Library Faculty Directory). Civil Service positions decreased from 34½ to 33½ with the loss coming from the Acquisitions Department. The total number of different student employees increased from 287 to 341 or 18 per cent and the total hours worked increased from 50,036 to 57,264 or 14 per cent. The figures include College Work Study Program students and funds (see page 7 for details).

B. Expenditures--Salaries and wages increased from $546,850.29 to $614,425.14 or 12 per cent. Expenditures for books and periodical back issues totaled $326,120.02 compared to $289,019.84, an increase of $37,100.18 or 12 per cent. The amount paid for subscriptions decreased from $113,512.60 to $100,000 or 12 per cent. Expenditures for binding decreased from $14,800 to $13,470 or 9 per cent. Total contractual services decreased from $139,980.45 to $128,676.59 or 8 per cent. Commodity expenditures declined from $19,512.77 to $15,932.68 or 18 per cent. The amount spent for equipment increased from $7,606.96 to $11,278.25 or 48 per cent. Total library operating expenditures were $1,099,913.18 compared to $1,004,768.92, an increase of $95,144.26 or 9 per cent.

C. Growth of the Collection--Volumes added, after deducting withdrawals of 4,018, totaled 35,302 compared to 33,565, an increase of 1,737 or 5 per cent. This is the largest number of volumes added in any single year in the entire history of the library. The number of microforms increased from 174,648 to 198,663 a total of 24,015 items, or 13 per cent; pamphlets and clippings from 94,350 to 103,115, or 5 per cent. Periodicals currently received decreased from 5,533 to 5,527, a difference of 6 or .01 per cent. Due to price increases and limited budget no new titles could be added to the Periodicals Department. This is very unfortunate because many requests for new subscriptions were received.

Although the Archives and Special Collections have been in existence as a department in the library for three years, this is the first time that the holdings have been listed separately in this report. The Archives now contains 287 cataloged volumes of university and faculty publications, 1,523 photographs, and 268 linear feet of inactive official records. Special Collections has 201 cataloged volumes (including 121 in the Center for Regional Authors), and 1,176 pamphlets and clippings. A considerable amount of additional material is on hand and awaiting processing.

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https://archive.org/details/reportwesternill1969west

Overall, the Library collections now include 450,494 volumes, 198,663 microforms, 103,115 pamphlets and clippings, 1,523 photographs, and 268 linear feet of inactive official records of the university. In terms of bibliographic items (books, bound periodicals, pamphlets, and microforms), the total is now 752,272 compared to 682,986 a year ago, an increase of 69,286 or 10 per cent.

D. Use of the Collections--Three categories of statistics showing use are collected regularly: (1) attendance, (2) circulation, and (3) patron's questions answered (summaries appear on page 12). Comparisons cannot be made with totals for 1973-74 because of the inclusion of statistics for Archives and Special Collections for the first time, but they can be made for those departments which reported both years. In terms of attendance, the following departments showed increases: Circulation (26 per cent); Documents (11 per cent); Reference (8 per cent); Reserve (1 per cent); and the Physical Sciences Reading Room (8 per cent). Periodicals, on the other hand, showed a decrease of 2 per cent. In terms of circulation of volumes (both in and out of the building), the following departments reported increases as follows: Circulation (2 per cent); Documents (10 per cent); and Reserve (3 per cent). Decreases occurred in Periodicals (10 per cent) and in Reference (10 per cent). Reference questions answered increased in the Documents and Legal Reference Department 13 per cent; Periodicals Department, 12 per cent; and in the Reference Department, 46 per cent. These are the only departments that collect such statistics.

II. Growth and State of the Collection

Despite the fact that the book collection has surpassed the 450,000 volume mark and more titles were added in 1973-74 than in any previous year, serious inadequacies remain. One measure of this deficiency is to compare the present book collection to the various standards applicable to college and university book collections.

(See the tables on the next two pages).

1. Clapp-Jordan[1]		Deficiency
Basic Undergraduate Library	50,750	
(744 FTE Non-Adm. Faculty Members @ 100 vols.)	74,400	
(14,164 FTE Students, inc. off-campus, @ 12 vols.)	169,968	
(52 Undergraduate Majors @ 335 vols.)	17,420	
(46 Graduate Majors @ 3,050 vols.)	140,300	
(1 - 6th Year Program @ 12,250 vols.)	12,250	
TOTAL	465,088	14,594

2. ALA Standards[2]		Deficiency
For first 200 students	50,000	
(Each additional 200 students @ 10,000 vols.)	698,000	
TOTAL	748,000	297,506

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[1]Clapp, Verner W. and Jordan, Robert T., "Quantitative Criteria for Adequacy of Academic Library Collections," College and Research Libraries, 27:123-30, March, 1966.

[2]"ALA Standards for College Libraries," College and Research Libraries, 20:274-80, July, 1959.

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Serials

ERRATUM

September 8, 1975

Western Illinois University
Memorial Library Annual Report, 1974-75

Page 5, paragraph 3, last line, first word, "its", should have been, "the".

D. Mac Vean

DSM/lc

3. Washington State Standards[1]		Deficiency
Basic Collection	85,000	
(744 FTE Non-Adm. Faculty Members @ 100 vols.)	74,400	
(14,164 FTE Students, inc. off-campus, @ 15 vols.)	212,460	
(46 Masters Programs @ 6,100 vols.)	280,600	
(1 - 6th Year Program)	12,250	
TOTAL	664,710	214,216

4. U.S. Office of Education[2]		Deficiency
First 600 Students	50,000	
(Each additional 200 FTE Students @ 10,000 vols.)	678,000	
(15 Masters Degree Fields @ 3,000 vols.)	45,000	
TOTAL	773,000	322,506

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[1]Washington Interinstitutional Committee of Business Officers. A Model Budget Analysis System for Program 05 Libraries. Office of Interinstitutional Business Studies, 1968, 17 p.

[2]Taken from 1969 "Instructions for Preparation and Submission of Applications for Grants for the Acquisitions of College Library Resources."

By examining the above tables and comparing the figures with those shown in last year's report, it will be seen that there has been noticeable improvement in the book collection. It should be kept in mind, however, that standards for measuring library book collections relate student and faculty populations to the number of books available. Our improved status, vis-a-vis the various standards, is due more to the limited or almost zero growth of enrollment and the number of faculty than it is to any large increase of the book collection, although the latter has been considerable in recent years. But for a university having a faculty of over 700, a student body in excess of 14,000, and offering more than 50 undergraduate majors and over 40 masters' programs, a book collection of only 450,000 volumes and a total of 752,272 bibliographic items is clearly inadequate whether supported by standard measures or not.

Another fact that suggests that the book collection is inadequate is the large increase in the number of titles borrowed from other libraries during the past two years. Prior to 1973-74, the number of interlibrary loans had decreased annually and it was assumed that this was due, at least in part, to the improvement of our own collections. But during 1973-74 there was an increase of 27 per cent in interlibrary borrowing over the previous year and during 1974-75, an increase of 37 per cent over 1973-74. Most of these loans were for graduate students and faculty, the persons most involved in advanced study and research, and thus it can be assumed that our book collection has neither the depth nor breadth to support such activity on a wide scale.

The fact that the measures applied, i.e., the standards and need to borrow heavily from other libraries, reveal inadequacies in our book collection is and should be a matter of serious concern not only to the library faculty and administration but to the entire university faculty and administration as well. A university, by its very nature, should have a good library and the heart of the library is its book collection. Deficiencies here seriously limit the instructional and research programs, the excellence of which is its main purpose of the university.

The deficiencies of the library collections have been noted for many years and supplements to the budgets have been requested annually. Federal aid under the Higher Education Act has helped some but has now shrunk to the point that it is almost insignificant and probably little improvement can be expected. The joint effort of the BOG University Library Directors and Dr. Pringle of the BOG staff to get the IBHE to approve extra funding over a ten year period for books and processing was denied last year and probably will be again this year. This request and the schedule for funding were very sound ones and would raise our book collection up to the Washington State standards. Unless some such supplemental funding is approved, no rapid improvement in the collections can be anticipated in the

near future. Funding at the institutional level has varied from 4-5 per cent of the total general and educational expenditures for many years. An increase to 6-7 per cent would be in order and very desirable but difficult to achieve in view of other pressing demands.

It is regrettable that spiraling costs of subscriptions which have ranged from 10-20 per cent a year have precluded any expansion of the periodical list. The library now receives over 5,000 titles but from 1,000-2,000 additional ones are needed and any delay in starting them will insure higher costs when they are purchased later. Due, however, to the rising costs of maintaining the present list, it is probable that several hundred titles will have to be dropped this year.

III. Building Planning and Physical Rearrangements

The planning funds for the new library building which were appropriated by the General Assembly and approved by the Governor in 1973 were released to the Capital Development Board in October of 1974. Since the program for the new building had been ready since 1970 the next step was to appoint an architectural firm which could start designing the new library. In 1972, after much study, many visits to other libraries, numerous interviews and meetings, the university had recommended that Hellmuth, Obata, and Kassabaum of Belleville and St. Louis be given this contract. This firm has designed more than twenty university libraries and has the capability of handling large assignments such as this. The Capital Development Board, however, delayed the naming of the architect until March of 1975. This delay was costly but once this firm was appointed, the staff moved very rapidly through program analysis and review and into design development. Now that the appropriation for construction of the building has been voted and approved, it appears that the preparation of the site will begin in October or November and construction of the building in the spring of 1976. Completion is scheduled for December of 1977.

Space outside the main building for storage of library materials was a severe problem all year. When the library was forced to move its volumes from the larger to the smaller gymnasium in Simpkins Hall in June of 1974, the space was practically filled at that time and delays were imposed on moving additional volumes. In August of 1975 the library was assigned space in the Brophy annex and this space, as well as the smaller gymnasium in Simpkins Hall, will be used for storage until the new library building is occupied in 1978.

Donald S. Mac Vean
Director of Libraries

PERSONNEL AND FINANCIAL INFORMATION
1974-75

1. Personnel

a. Professional Staff	23	(a)
b. Civil Service Staff	33½	(b)
c. Student Assistants		
Total Number	341	(c)
Total Hours	57,266	(d)

2. Financial Information (Expenditures)

a. Salaries and Wages

Library Faculty	$313,801.14			
Civil Service Staff	188,523.00			
Student Assistants	112,101.00	(e)		
TOTAL			$	614,425.14

b. Books (f)

University Library	249,743.53	(g)		
Periodicals-Back Issues	74,655.20	(h)		
University School Library	1,721.29			
TOTAL			$	326,120.02

(a) Includes three persons employed half-time during fall quarter; two persons employed half-time winter and spring quarter; a total of 21½ positions.

(b) One Library Clerk II is assigned to the Map Library which is administered by the Geography Department and another Library Clerk II is assigned to the Physical Sciences Reading Room in Currens Hall which is administered by the Chemistry and Physics Departments.

(c) 149 were CWSP students.

(d) 25,489 worked by CWSP students.

(e) Including $49,973.40 for CWSP.

(f) Book expenditures are as of July 23, 1975.

(g) An additional $11,866.63 is encumbered against the 1974-75 budget. Includes $4,365.20 from a Religious Studies grant received by the Department of Philosophy from the Fellheimer Foundation.

(h) An additional $15,563.97 is encumbered against the 1974-75 budget.

Personnel and Financial Information (continued)

c. Contractual Services

(1) Subscriptions		
Periodicals Department	$ 99,876.24	
University School Library	123.76	
TOTAL	$ 100,000.00	
(2) Binding[a]		
Periodicals	$ 8,826.98	
Books	4,643.02	
TOTAL	$ 13,470.00	
(3) Machine Rentals	$ 10,292.40	
(4) Miscellaneous	$ 4,914.19	
TOTAL		$ 128,676.59[b]
d. Commodities		$ 15,932.68
e. Equipment		$ 11,278.25[c]
f. Travel		$ 3,480.50
GRAND TOTAL		$ 1,099,913.18

(a) Includes $4,235.00 HEA Title II-A grant. Items bound were 2,069 volumes of periodicals and 1,090 books.

(b) Contractual Services expenditures are as of July 25, 1975.

(c) Equipment expenditures are as of July 25, 1975.

LIBRARY COLLECTIONS
Holdings as of June 30, 1975

University Library	1974	Additions	Withdrawals	Gain or Loss	Total 1975
Books (Cataloged Volumes)	262,640	26,002[a]	201	25,801	288,441
Periodicals (Bound Volumes) excluding those in the Documents Library	50,856	2,850	1,743	1,107	51,963
TOTAL	313,496	28,852	1,944	26,908	340,404
Library Science Reading Rm.	3,943[b]	75	21	54	3,997[c]
Curriculum Laboratory	12,022	621	135	486	12,508[d]
Documents & Legal Reference Library volumes including bound periodicals	64,622	8,778	1,809	6,969	71,591
Archives					
Univ. publications cataloged	0	102	0	102	102
Faculty publications cataloged	139	46	0	46	185
TOTAL	139	148	0	148	287
Special Collections					
Cataloged volumes	0	80	0	80	80
Center for Regional Authors	0	121	0	121	121
TOTAL	0	201	0	201	201
University School Library	10,983[e]	645	109	536	11,519
High School Book Collection (On loan to Macomb High)	9,987	0	0	0	9,987[f]
GRAND TOTAL-Cataloged volumes	415,192	39,320	4,018	35,302	450,494
Microprint Materials					
Microfilm (# of reels)	13,412	1,434	0	1,434	14,846
Other Microforms (cards & fiche)	161,236	22,581	0	22,581	183,817
TOTAL	174,648	24,015	0	24,015	198,663

[a]Includes 190 volumes purchased for the extension division and 71 permanent loans.
[b]Corrected total
[c]Includes 110 volumes reported missing in inventory of June, 1975.
[d]Includes 1,066 volumes missing but not withdrawn.
[e]Corrected total
[f]Includes 1,088 volumes missing in inventory of 1973 but not withdrawn, 64 volumes missing in inventory of 1974 but not withdrawn, and 12 volumes missing in inventory of 1975 but not withdrawn.

LIBRARY COLLECTIONS (CONTINUED)

Pamphlets & Clippings	1974	Additions	Withdrawals	Gain or Loss	Total 1975
Documents Library	85,605	10,685	2,872	7,813	93,418
Reference Department	7,875	686	40	646	8,521
Special Collections	870	306	0	306	1,176
TOTAL	94,350	11,677	2,912	8,755	103,115
Number of Periodicals Currently Received					
Periodicals Department	4,907	0	7	-7	4,900
Documents Library					
GPO Depository Items	467	4	0	4	471
State Periodicals	127	5	0	5	132
Elementary School Library	32	0	8	-8	24
TOTAL	5,533	9	15	-6	5,527
Number of Newspapers Currently Received (all in Periodicals Department)					
Foreign	20	1	0	1	21
Domestic	53	0	13	13	40
College	7	0	1	1	6
TOTAL	80	1	14	15	67
Photographs (Archives)	421	1,102	0	1,102	1,523
Official Record (Archives) (Linear feet)	189	79	0	79	268

Total Number of Bibliographic Items (books, bound periodicals, pamphlets, and microforms): 752,272

Number of volumes per student: 31.81

Gifts[a]	Additions (vols.)	Value
Acquisitions	1,860	$8,356

Cards Added and Withdrawn from Public Catalog	Added	Withdrawn
Memorial Library	126,884	6,675

Number of Volumes Reclassified	757
Number of Volumes Recataloged	169
Number of Volumes Borrowed or Purchased and photocopies purchased from other libraries	2,359
Number of Unfilled Requests	503
Number of Volumes and Photocopies Lent or Sold to Other Libraries	50
Number of Unfilled Requests	6

(a) Does not include volumes added to the Documents Library or Periodicals Department through gift and exchange.

USE OF THE LIBRARY

epartment	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Total
RCHIVES & P COLLECTIONS													
ttendance	38	17	31	47	46	27	44	63	66	95	92	32	598
IRCULATION													
ttendance	2,868	1,511	4,913	8,620	6,322	4,065	7,916	8,294	4,254	9,677	8,208	1,741	68,389
irculation	8,211	3,198	10,422	16,338	10,138	7,670	16,359	14,609	9,453	21,759	16,235	5,511	139,923
OCUMENTS													
ttendance	1,806	668	2,918	3,939	2,701	1,896	4,098	3,286	2,044	4,381	2,843	1,042	31,622
irculation	7,580	2,615	5,387	6,872	4,432	3,528	8,496	7,345	5,698	10,797	6,075	2,885	71,710
uestions	646	198	902	1,241	722	490	1,123	1,144	688	1,443	901	268	9,766
ERIODICALS													
ttendance	9,136	3,768	15,465	22,945	15,659	9,948	19,717	19,268	10,323	26,377	19,787	4,397	176,790
irculation	18,503	8,113	15,944	26,567	17,448	14,491	24,866	25,731	13,543	32,431	28,149	10,011	235,797
uestions	1,036	508	1,241	1,706	1,065	955	1,504	2,277	1,216	2,689	1,412	485	16,094
HYSICAL SCI EADING RM													
ttendance	27	262	5,169	8,618	5,295	3,978	6,378	7,579	3,472	5,700	6,976	152	53,606
EFERENCE													
ttendance	2,444	1,101	6,918	9,224	5,462	3,860	6,988	6,951	3,849	8,645	6,087	1,482	63,011
irculation	445	433	1,342	2,373	1,382	630	1,349	2,232	739	1,786	1,862	772	15,345
uestions	1,393	334	1,962	2,514	1,542	1,127	1,775	1,659	1,388	2,411	2,094	588	18,787
ESERVE													
ttendance	1,801	1,051	6,223	8,224	4,957	3,181	6,047	7,233	3,587	8,165	6,307	947	57,723
irculation	1,933	1,033	6,211	8,713	4,783	3,097	5,762	7,924	3,873	9,506	7,697	747	61,279

Service Hours Weekly--99½

13,752 FTE Students (on-campus only)
744 FTE Faculty*

TOTAL ATTENDANCE: 451,739
TOTAL CIRCULATION: 524,045
TOTAL QUESTIONS: 44,647

**Average Circulation Per Student: 36.1
***Average Circulation Per Faculty Member: 25.6

*Teaching Faculty Only
**From University Library only (all departments)
***Includes only out-of-building loans from the Circulation Department and Periodicals Room.

LIBRARY FACULTY 1974-75

Mr. James B. Alsip, Acting Assistant Director and Head, Library Business Department

Mrs. Ruthann Burton, Assistant Catalog Librarian (half-time only)

Mrs. Gretchen Cade, Assistant Periodicals Librarian (terminated May 31, 1975)

Mr. John Campbell, Assistant Reference Librarian, July 1 - September 30; Assistant Documents and Legal Reference Librarian, October 1 - June 30

Mr. Roy Chang, Assistant Catalog Librarian

Mr. Richard Dilley, Assistant Reference Librarian, July 1 - September 30, 1974; Acting Acquisitions Librarian, October 1, 1974 - May 31, 1975. Terminated on latter date

Miss Kay Domine, Archivist (resigned August 16, 1974)

Mrs. Sybil Donaldson, Bibliographer (resigned May 31, 1975)

Mrs. Billie Gile, Assistant Catalog Librarian

Mrs. Elnora T. Gostas, Assistant Reference Librarian, October 14, 1974 - June 30, 1975

Mrs. Donna Goehner, Periodicals Librarian

Miss Carol J. Graham, Assistant Periodicals Librarian, effective June 16, 1975

Mr. Coy Harmon, Head, Acquisitions-Bibliography Department, effective June 16, 1975

Dr. Stanley Humenuk, Head Catalog Librarian

Mrs. Kathleen E. Joswick, Assistant Reference Librarian, December 5, 1974 - May 31, 1975 (half-time only)

Miss Bonnie G. Klein, Assistant Acquisitions Librarian, July 1 - September 30, 1974; Assistant Reference Librarian, October 1 - December 6, 1974. Resigned on latter date

Dr. Donald S. Mac Vean, Director of Libraries

Miss Lois Mills, Documents and Legal Reference Librarian

Mrs. Elosia Mitchell, Assistant Reference Librarian (half-time July 1 - December 8, 1974; full-time December 9, 1974 - May 31, 1975; half-time June 16 - June 30, 1975)

Mr. Eugene Moushey, Head Reference Librarian

Mr. Helio Nardo, Assistant Catalog Librarian

Mrs. Esther Nelson, Circulation Librarian

Mrs. Rene Raatjes, Assistant Catalog Librarian

Mrs. Gordana Rezab, Archivist, September 3, 1974 - May 31, 1975 (half time only); June 16 - June 30, 1975 (full-time)

Mr. Kenneth Smejkal, Assistant Catalog Librarian

Mrs. Martha L. Swanson, Assistant Catalog Librarian

Mrs. Katharine Wall, Assistant Cataloger, July 1 - August 16, 1974; Assistant Bibliographer, September 3 - September 30, 1974; Assistant Acquisitions Librarian, October 1, 1974 - May 31, 1975

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A NOTE OF APPRECIATION

We with to thank the Teachers College Board, the administrative officials, the faculty and all others who have helped in the improvemwnt of library service during the year 1963 - 1964.

Lyndal Swofford
Librarian

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WESTERN ILLINOIS UNIVERSITY

MEMORIAL LIBRARY

ANNUAL REPORT

July 1, 1973 - June 30, 1974

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ANNUAL REPORT 1973-74

This report shows the growth, use, and financial expenditures of the university libraries for the fiscal year 1973-74.

I. Statistical Comparisons, 1973-74 with 1972-73

A. Faculty and Staff -- Two faculty positions were lost for lack of funds or were converted to Civil Service positions. Thus, there were 22 positions occupied by 24 persons. (See pages 18 and 19 for the Library Faculty directory). Civil Service positions increased from 31 1/2 to 34 1/2 with the additional persons assigned to the Cataloging and Documents Departments. The total number of different student employees decreased from 364 to 287 or 21.15 per cent and the total hours worked decreased from 68,089 to 50,036 or 26.51 per cent. The figures include College Work Study Program students and funds (see page 12 for details).

B. Expenditures -- Salaries and wages increased from $544,856.59 to $546,850.29 or .37 per cent. Expenditures for books and periodical back issues totaled $289,019.84 compared to $334,998.91, a decline of $45,979.07 or 13.7 percent. The cost of subscriptions increased from $101,050.83 to $113,512.60, an increase of 12.3 per cent. Expenditures for binding increased from $7,494.42 to $14,800, or 97.48 per cent. Total contractual service expenditures increased from $122,790.57 to $139,980.45 or 13.9 per cent. Commodity expenditures declined from $20,444.81 to $19,512.77 or 4.55 per cent. The amount spent for equipment decreased from $10,191.87 to $7,606.96, or 25.36 per cent. Total library operating expenditures totaled $1,004,468.92 to $1,035,582.65 a decrease of $31,113.73 or 3.0 per cent.

C. Growth of the Collection -- Volumes added, after deducting withdrawals of 5,142, totaled 33,565 compared to 29,170, an increase of 4,395 or 15.06 per cent. For the Cataloging Department alone, the increase in volumes processed totaled 9,478 or 53.1 per cent. This is partly due to the addition of the third IBM/MTST machine, partly to a slight increase in clerical assistants, and partly because fewer microforms were processed this year. It is remarkable, however, that such an upsurge in production would be registered in view of the numerous difficulties faced by this department. It is notable also that the Cataloging Department reduced its backlog of uncataloged titles from 19,464 to 10,238 during the year. Likewise, the arrearage of 26,000 unfiled catalog cards was entirely removed. The total processing index for the Cataloging Department was 249,731, compared to 229,633, an increase of 20,098 or 8.75 per cent.

The number of microforms increased from 156,336 to 174,648, a total of 18,312 items, or 11.71 per cent; pamphlets from 82,750 to

93,480, or 12.96 per cent, and periodicals currently received from 5,469 to 5,553 or 1.53 per cent. Thus, the collection now includes 414,858 volumes, 174,648 microforms and 93,480 pamphlets or a total of 682,986 bibliographic items.

D. Use of the Collection -- Three categories of statistics showing use are collected regularly: (1) attendance, (2) circulation, and (3) patron's questions answered (summaries appear on page 17.) Comparisons cannot be made with totals for 1972-73 because, following a severing of administrative relationships with the Curriculum Laboratory and the Elementary Library and the removal of the High School Collection to Macomb High School, statistics on the use of these collections are no longer collected by the University Library. Comparisons can be made for certain departments within the Central Library, however, and they are significant. In terms of attendance, a decrease was registered for Circulation (14.84 per cent), Periodicals (1.81 per cent), and Reserve (12.86 per cent). On the other hand, Reference showed an increase of 8.69 per cent and Documents, 18.83 per cent. In terms of circulation (both in and out of building) a decline was shown for the Circulation Department (.016 per cent), Periodicals (17.39 per cent), and Reserve (20.40 per cent). Reference had an increase of 12.21 per cent and Documents 13.92 per cent. Reference questions answered decreased in the Reference Department (7.52 per cent), Periodicals (9.95 per cent) and Documents (7.03 per cent). These are the only departments which record such statistics.

II. Growth and State of the Collection

In exceeding the 400,000 mark, the book collection has passed an important milestone. In terms of current needs, however, it is unfortunate that this point was not reached ten years ago and that by this year the 3/4 million mark was not reached. If this had been done, the library would have the books and journals needed for the university's present enrollment and level of instructional programs.

The annual request for supplemental funds for the library's book budget is based upon deficiencies shown by comparing the collection with certain published quantitative standards for university book collections. It is appropriate to include the statistics here (calculations are based on a book collection of 414,858 as of June 30, 1974 and an estimated FTE enrollment of 13,772 for Fall, 1974:

1. Clapp-Jordan[1]		Deficiency
Basic Undergraduate Library	50,750	
(726 FTE Non-Adm. Faculty Members @ 100 vols.)	72,600	
(13,772 FTE Students @ 12 vols.)	165,264	
(52 Undergraduate Majors @ 335 vols.)	17,420	
(45 Graduate Majors @ 3,050 vols.)	137,250	
(1 - 6th Year Program @ 24,500 vols.)	24,500	
TOTAL	467,784	52,926

2. ALA Standards[2]		Deficiency
For first 200 students	50,000	
(Each additional 200 students @ 10,000 vols.)	680,000	
TOTAL	730,000	315,142

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[1]Clapp, Verner W. and Jordan, Robert T., "Quantitative Criteria for Adequacy of Academic Library Collections," College and Research Libraries, 27:123-30, March, 1966.

[2]"ALA Standards for College Libraries," College and Research Libraries, 20:274-80, July, 1959.

3. Washington State Standards[1]		Deficiency
Basic Collection	85,000	
(726 FTE Non-Adm. Faculty Members @ 100 vols.)	72,600	
(13,772 FTE Students @ 15 vols.)	206,580	
(45 Masters Programs @ 6,100 vols.)	274,500	
(1 - 6th Year Program)	24,500	
TOTAL	663,180	248,322

4. U.S. Office of Education[2]		Deficiency
First 600 Students	50,000	
(Each additional 200 FTE Students @ 10,000 vols.)	660,000	
(15 Masters Degree Fields @ 3,000 vols.)	45,000	
TOTAL	755,000	340,142

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[1]Washington Interinstitutional Committee of Business Officers. A Model Budget Analysis System for Program 05 Libraries. Office of Interinstitutional Business Studies, 1968, 17 p.

[2]Taken from 1969 "Instructions for Preparation and Submission of Applications for Grants for the Acquisitions of College Library Resources."

Despite the rapid growth of the book collection during the past eight years (from 150,399 to 414,858 volumes), it is apparent that serious deficiencies in the book collection still exist. The same applies to all libraries of the Board of Governor's institutions. This fact was recognized by the BOG staff during 1973-74, and in January Dr. Pringle met with the Library Directors of the five institutions and instructed them to determine the total deficiency for the five libraries and the cost of correction. The Library Directors decided that the Washington State standards would be most appropriate for application to these institutions. It was found that the deficiency in books for the five institutions was 712,038 volumes. In terms of current prices, the cost would be $8,686,864 to purchase the volumes and $3,289,615 to process them and make them self-ready. Thus, a total of $11,976,479 is needed to overcome the deficiencies of the five BOG university libraries. It was considered unrealistic to expect either to receive any such supplemental appropriation in one year or that it could be wisely spent and the volumes processed in that period of time. Therefore, the Directors offered two options, one requesting an amount of $2,994,120 for four years each and the other asking for $1,197,648 annually for ten years. The BOG staff and the Board itself accepted the Directors' report and elected the second option, with funding to start in FY 75-76. Since Western is by far the largest of the BOG universities, its deficiency was also largest. Thus, if the appropriations are forthcoming, the book budget (including processing costs) should be supplemented by $344,154 for each of the next ten years, effective in FY 75-76. This would have very salutary effects on the library and would be a boon to our operations.

Each year the Bibliographer and her staff check a large number of basic lists and bibliographies against our holdings, as a check on the quality of the collection, both in terms of recent and retrospective titles. A sampling of the lists checked are as follows:

TITLE	Percentage Held or on Order
"Classical Tradition," Choice, Sept. 1973	78.3
"Classics in Translation," Choice, November, 1973	61
"Feminists Feast," Choice, September, 1973	97.7
"Outstanding Academic Books," Choice, May, 1974	91.4
"Educational Literature Review: U.S. and Foreign," Intellect, May, 1974	
Part I: U.S.	89
Part II: Foreign	29
"Business Books of 1973," Library Journal March, 1974, pp. 628-631.	74
"Sci-Tech Books '73," Library Journal, March 1, 1974, 617-627	78
"1973 Prizes and Awards," Publishers Weekly, February 4, 1974	79.2
Recent Publications in the Social and Behavioral Sciences -- 1973	90
"50 Notable Books -- 1973." American Library Association	100
Core Collection. Baker Library. Harvard Business School 1972-73	83.7

Blum, Eleanor. Basic Books in the Mass Media, 1972	60.6
Creager, Joan G. Guidelines and Suggested Titles Holdings in Undergraduate Biology. 1971	96.4
Dick, Elie M. Current Information Sources in Mathematics, 1973	52.7
Pi Lambda Theta. Education Book List, 1971-72	72.7
Roberts, Albert. Sourcebook on Prison Education -- Bibliography	72
Whitford, Robert H. Physics Literature, 1968	66.6

Despite the fact the periodical subscriptions list exceeds 5,000 titles currently received, concern should be expressed about the fact that the Library still receives too low a percentage of titles contained in many important indexes. The current status is as follows:

Title of Index or Abstract	Percentage of Titles Received
ABC Poli Sci (Advanced Bibliography of Cotents: Political Science and Government)	70%
Abstracts for Social Workers	79%
Alternative Press Index	19%
Applied Science and Technology Index	68%
Architectural Index	87%
Art Index	75%
Art and Archaeology Technical Abstracts	40%
Biological and Agricultural Index	89%
Book Review Digest	99%
Book Review Index	97%
British Archaeology Abstracts	32%
British Humanities Index	51%
Business Periodicals Index	91%
Child Development Abstracts and Bibliography	54%
Current Index to Journals in Education	76%
Education Index	88%

Guide to the Performing Arts	71%
Historical Abstracts	49%
Horseman's Abstracts	16%
Hospital Literature Index	43%
Index Islamicus	33%
Index to Economic Articles	69%
Index to Book Review in the Humanities	88%
Index to Commonwealth Little Magazines	38%
Index to Jewish Periodicals	31%
Index to Legal Periodicals	20%
Index to Periodical Articles by and about Negroes (now - Index to Selected Periodicals)	85%
Index to Periodical Articles related to Law	62%
Index to Plays in Periodicals	77%
Index to Religious Periodical Literature	30%
International Nursing Index	11%
International Political Science Abstracts	43%
Library Literature	38%
19th Century Reader's Guide	89%
Music Index	50%
Peace Research Abstracts	39%
Pooles Index to Periodical Literature	28%
Psychological Abstracts	44%
Reader's Guide to Periodical Literature	97%
Science Fiction Book Review Index	44%
Social Science and Humanities Index	99%

Speech Abstracts	93%
Subject Index to Periodicals	45%
Wellesley Index to Victoria Periodicals	75%

In addition to improving the collection of books and periodicals as rapidly as possible, a definite attempt has been made to provide extensive back runs of certain important newspapers on microfilm during the past 4-5 years. Since they offer a record of day to day events over a long period of time, they have been used a great deal. At present the holdings are as follows:

Barron's	1921 - date
Chicago Tribune	1849 - "
Christian Science Monitor (w/index)	1945 - "
London Times (w/index)	1785 - "
Los Angeles Times	1961 - "
National Observer	1962 - "
New Orleans Times Picayune	1837 - "
New York Times (w/index)	1851 - "
Pittsburgh Courier	1923 - "
Wall Street Journal (w/index)	1889 - "
Washington Post	1969 - "

III. Building Planning and Physical Rearrangements

As mentioned in last year's report, Governor Walker cancelled the planning funds for the new library on June 5, 1973. Funds for both planning and construction were requested for FY 74-75 and were appropriated by the General Assembly, but only the planning funds survived the Governor's veto. Release of the funds is hoped for by mid-Fall and, if done, an architectural firm can be employed and detailed design and working drawings prepared.

Despite the fact that detailed planning of the new building could not proceed, the Library Planning Committee remained active. The program was revised to reflect the increased enrollment projection and its implications for space for readers and staff. Following the presentation of a report by the Archivist on the special facilities and appointments needed for the Archives and Special Collections Departments, it was questioned whether the Archives should be housed in the new building. Since space for the traditional collections and services will be so short at the time of occupancy, it may be necessary and desirable to house the Archives elsewhere. This matter will be reconsidered in the early Fall. Concern was also expressed that the program does not allot space for a conference or seminar room for group meetings other than one for the Library staff. This, too, will be reconsidered but it may involve only a question of design because it has always been assumed that on at least several floors where library services are provided, areas will be available where classes or other groups working with library materials can be accomodated.

For about five years, it has been necessary for the Library to store volumes in one or more other buildings and fetch them as needed. In June, 1973 the Library was assigned the newer gymnasium in Simpkins Hall as a storage area and it was hoped that all volumes could be concentrated there until the new Library was available in 1977. Such an assumption probably was unrealistic because half of the gymnasium was filled by June, 1974. In the meantime, however, a group of students, interested in having another recreation area on the south part of the campus, started agitating for the return of the gymnasium to the status of a recreation area. Despite our strong objections, this request was acceded to, and, in June, 1974 the newer of the two gymnasiums was vacated and the volumes moved to the older one. This has a much smaller area and is now totally filled. Thus, in the course of one year, all volumes in storage (totalling about 40,000 volumes) had to be moved twice. Not only has a great deal of physical labor been wasted but the library is left with no unoccupied storage space. An additional area must be made available soon.

IV. Administrative Changes

A. The Curriculum Laboratory -- The Curriculum Laboratory was created as a department of the Library in 1963 in response to a recommendation contained in an NCATE evaluation report. It was clear, in fact, that NCATE standards dictate that all teacher training institutions which are accredited should maintain a collection of curriculum materials. When the School of Education started planning for their new building following approval of the ten-year capital development program in 1968, a committee assigned to study the question recommended that the Curriculum Laboratory be housed in it. Later, however, it became clear that the new School of Education building would not be erected on schedule, if at all, and more and more of the School's operations were moved into Horrabin Hall.

With the creation and rapid growth of the Special Education Department, many non-book materials in the form of boxed kits, games, and toys designed for special education classes were added to the Curriculum Laboratory collection. Since these materials are bulky and space consuming, the one room assigned to the Curriculum Laboratory in the Central library was soon largely filled with materials and space was inadequate for patrons using the collections. A search was made for a room in another building which would provide for an expansion of 50-100 per cent but no such space was found. At about the same time the Chairman of the Special Education Department started agitating for removal of the Curriculum Laboratory to Horrabin Hall where it would be more accessible to the department's classes. The Director and the Curriculum Laboratory Librarian were amenable to this move if the additional space needed was provided. The room occupied in the central library totaled 2,200 square feet but all that was offered was 2,000 square feet in Horrabin Hall. For this reason the move was resisted. The Provost ruled that the move must be made any way, but with the understanding that another classroom was to be assigned and converted to Curriculum Laboratory space the following year. Thus, the

collection, furniture, and equipment were removed to Horrabin Hall in September, 1971 and situated in very inadequate quarters. The collection continued to grow rapidly and even though another room was assigned in the summer of 1972, the department never had sufficient space to function in a proper manner.

When it was clar that the Laboratory High School was to be closed in the Spring of 1973, a request was made that two additional classrooms be converted for use by the Curriculum Laboratory. This was agreed to in April by the Dean of the School of Education but later withdrawn when pressures for other use of these classrooms developed. This caused the Director and the Library Physical Rearrangements Committee to start searching for another building in which to locate the Curriculum Laboratory in order that it could expand and offer adequate service. In the meantime, the Dean of the School of Education recommended to the Provost that administrative control of the Curriculum Laboratory be transferred from the Director of Libraries to the School of Education in order that the facility could be kept there even though the space was inadequate. The Provost referred the matter to the Director who, along with the Curriculum Laboratory Librarian, prepared a thorough analysis in the form of a background paper on Curriculum Laboratories with special attention given to the local situation. This study showed that in most institutions Curriculum Laboratories are organized as library units and administered by the central library, although not always located in the library building. It also showed that Curriculum Laboratories had declined in importance in universities such as this since fewer of the students enrolled pursue teacher training programs. It was also revealed, that the present so called curriculum laboratory on this campus was really not one any longer; that due to the heavy influx of non-book materials it was now more a teaching aids laboratory. The latter point brought into question whether or not the library was the proper agency to administer and fund such a service. The cost of maintaining the collection, especially the non-book materials, had become a heavy drain on the library budget. It was also apparent that the library could neither assign or control the assignment of space needed for the collection, either at present or in the future. Thus, there were convincing arguments favoring a separation of the Curriculum Laboratory from the library and this was done effective August 17, 1973. (See Agreement and Procedures for Transfer of the Curriculum Laboratory from the University Library to the School of Education (revised June 22, 1973) for details). Limited budget support by the library was continued for one year and up to 20 per cent of the School of Education's allotment of money for books may continue to be spent on school textbooks and courses of study, but effective in July, 1974 all other support for the Curriculum Laboratory will be provided by the School of Education. This change will save the University Library about $30,000 annually, and these funds will now be assigned to projects in the central library which have a higher priority, particularly the improvement of the book collection.

B. The Elementary School Library - For many years the High School and Elementary School Libraries in the Laboratory School had been treated as branches of the University Library. The staff was selected jointly by the Principal of the Laboratory School and the Director of Libraries and funds were supplied by both units. All money for books and periodicals was furnished by the central library however, and such items were carried on its inventory. In 1967 a written policy controlling this relationship was formulated but it proved entirely ineffective, being frequently violated by the other side and actually repudiated by the Dean of Education on January 30, 1973. As was mentioned in last years report, when the Laboratory School was closed in June, 1973, the High School Library was declared surplus and the Director was instructed to remove it from Horrabin Hall because the space was to be assigned to other services. The book collection totaled around 11,000 volumes, the bulk of which was placed on loan to Macomb High School. The Elementary Library collection was left in place because the grades served (K-6) were to continue to meet in the building under a contract with Public School District 185. Under a new policy to be consummated soon, the University Library will have only limited responsibility or control over this facility. It will provide funds for books, periodicals, and binding and its policy on book selection, statistics collection, and inventory must be observed, but all personnel selection and supervision and service policies become the responsibilities of the School of Education. Thus, at present the book collections in Horrabin Hall have only a peripheral relationship to the central library.

V. Security Problems

Security problems have been commented on in earlier issues of this report. Such problems reappeared this year in a new and somewhat different form. In addition to the loss of a certain number of books from the stacks, considerable mutilation of periodicals, and the loss of copier income money from desks, etc., all of which had gone for years, this year the library had desks vandalized and personal effects and important records taken. Uncataloged books, some of which had arrived only a day or two earlier, and before they were checked in and paid for, were stolen. In one case what appeared to be an organized theft ring of students which had a considerable hoard of library books in their residences was identified but unfortunately only one arrest was made. This case is still pending in the local court. Efforts to control these activities were largely ineffective. Seldom was evidence available which would support an arrest and prosecution. These remarks are not intended to be critical of the Office of Safety and Security personnel. They patiently investigated all of the major cases of theft or break-in and probably did all that was possible to apprehend the offenders. But the library is a difficult building to secure and especially so in terms of locking off the various departments. Neither the Cataloging or Acquisitions Departments, where the unprocessed books and much valuable equipment is housed, can be locked off. Direct access to both is available via the service entrance where numerous non-library personnel, even non-university personnel, enter the building at all hours. Thus, at present, it appears impossible to achieve a high level of security for the library and its contents. The increased incidences of theft, vandalism, and other criminal acts not only in this building but on the campus generally suggests the presence of a considerable number of persons with criminal tendencies. It is felt that this problem is not fully appreciated.

PERSONNEL AND FINANCIAL INFORMATION
1973-74

1. Personnel

a. Professional Staff	24[a]	
b. Civil Service Staff	34½[b]	
c. Student Assistants		
Total Number	287 (c)	
Total Hours	50,036 (d)	

2. Financial Information

a. Salaries and Wages		
Professional Staff	293,517.50	
Civil Service Staff	166,033.09	
Student Assistants	87,299.70 (e)	
TOTAL		$ 546,850.29
b. Books [f]		
University Library	233,014.32 (g)	
Periodicals -- Back Issues	53,822.58 (h)	
University School Library	2,482.94	
TOTAL		$ 289,019.84

(a) Includes four persons employed half-time only; a total of 22 positions. One person on maternity leave from January 30 - February 28, 1974.

(b) One Library Clerk II is assigned to the Map Library which is administered by the Geography Department and another Library Clerk II is assigned to the Physical Sciences Reading Room in Currens Hall which is administered by the Chemistry and Physics Departments.

(c) 89 were CWSP students.

(d) 16,622 worked by CWSP students.

(e) $28,226.95 for CWSP.

(f) Book expenditures are as of September 4, 1974.

(g) An additional $23,205.44 is encumbered against the 1973-74 budget. Includes $915.00 from the W.I.U. Foundation and $3,169.42 from a Religious Studies grant received by the Department of Philosophy from the Fellheimer Foundation.

(h) An additional $29,952.98 is encumbered against the 1973-74 budget.

Personnel and Financial Information (continued)

c. Contractual Services

(1) Subscriptions

Periodicals Department	$113,497.07 (a)
University School Library	$ 15.53
TOTAL:	$113,512.60

(2) Binding

Periodicals	$ 11,935.37
Books	$ 2,864.63
TOTAL:	$ 14,800.00

(3) Machine rentals	$ 6,021.50
(4) Miscellaneous	$ 5,646.35
TOTAL:	$ 139,980.45
d. Commodities	$ 19,512.77
e. Equipment	$ 7,606.96
f. Travel	$ 1,498.61
GRAND TOTAL:	$1,004,468.92

(a) Includes $5,000.00 HEA Title II-A grant. Also includes $15,300 transferred from the Continuing Education budget and $790.88 from the Research Fund.

LIBRARY COLLECTIONS
Holdings as of June 30, 1974

University Library	1973	Additions	Withdrawals	Gain or Loss	Total 1974
Books (Cataloged Volumes)	235,334	27,593[a]	287	27,306	262,640
Periodicals (Bound Volumes) excluding those in the Documents Library)	47,847	3,009	--	3,009	50,856
TOTAL	283,181	30,602	287	30,315	313,496
Library Science Reading Rm.	3,359	655 (transfers)	166	489	3,848(c)
Curriculum Laboratory (Curriculum Guides and School Textbooks)	13,106	unknown	--	-1,084	12,022(d)
Documents & Legal Reference Library volumes including bound periodicals	58,801	8,256	2,435	5,721	64,522
University School Library	10,652	378	47	331	10,983(b)
High School Book Collection (On loan to Macomb High School)	12,194[e]	--	(transfers) 2,207(f)	-2,207	9,987(g)
GRAND TOTAL	381,293	39,891	5,142	33,565	414,858
Microprint Materials					
Microfilm (# of reels)	11,523	1,889	--	1,889	13,412
Other Microforms (cards and fiche)	144,813	16,423	--	16,423	161,236
TOTAL	156,336	18,312			174,648

(a) Includes 87 volumes purchased for the extension division and 47 Permanent Loans.

(b) Includes 42 volumes reported missing in inventory of June, 1974.

(c) Includes 191 volumes reported missing in inventory of June, 1974. Also includes 655 volumes transferred from the High School Library.

(d) Corrected total based on inventory of June, 1974. Includes 1,212 volumes missing but not withdrawn.

(e) Corrected total based on inventory of 1973.

(f) Includes 1,452 volumes retained for Central Library but not yet added; 655 volumes transferred to Library Science Professional Collection; 100 volumes transferred to the Illinois Department of Mental Health (McFarland Zone Center).

(g) Includes 1,088 volumes missing in inventory of 1973 but not withdrawn and 64 volumes missing in inventory of 1974 but not withdrawn.

LIBRARY COLLECTIONS (CONTINUED)

Pamphlets	1973	Additions	Withdrawals	Gain or Loss	Total 1974
Documents Library	75,160	12,717	2,272	10,445	85,605
Reference Department	7,590(a)	819	534	285	7,875
TOTAL	82,750	13,536	2,806	10,730	93,480
Number of Periodicals Currently Received					
Periodicals Room	4,861	46	--	46	4,907
Documents Library					
GPO Depository Items	457	10	--	10	467
State Periodicals	119	8	--	8	127
Elementary School Library (b)	32	--	--	--	32
TOTAL	5,469	64	--	64	5,533
Number of Newspapers Currently Received (all in Periodicals Room)					
Foreign	30	--	-10	-10	20
Domestic	53	--	--	--	53
College	18	--	-9	-9	7
TOTAL	101	--	-19	-19	80

Total Number of Bibliographical Items (books, bound periodicals, pamphlets, and microforms): 682,986

(a) Corrected Total
(b) No report for 1973-74

Gifts (a)	Additions (vols.)	Value
Acquisitions	2,235	$9,016

Cards Added and Withdrawn from Public Catalog	Added	Withdrawn
Memorial Library	186,904	893

Number of Volumes Reclassified	450
Number of Volumes Recataloged	300
Number of Volumes Borrowed or Purchased and photocopies purchased from other libraries	1,716
Number of Unfilled Requests	141
Number of Volumes and Photocopies Lent or Sold to Other Libraries	196
Number of Unfilled Requests	57

(a) Does not include volumes added to the Documents Library or Periodicals Department through gift and exchange.

USE OF THE LIBRARY

Department	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Total
REFERENCE													
Attendance	2,326	1,216	2,526	9,206	6,809	3,398	6,371	8,091	5,188	7,218	6,958	3,154	62,461
Circulation	1,160	542	461	2,347	2,644	1,108	1,504	1,874	1,215	1,517	1,995	824	17,104
Questions	859	321	807	2,113	1,326	488	1,254	1,035	727	1,392	1,536	952	12,810
CIRCULATION													
Attendance	2,774	1,406	1,939	8,131	6,576	3,098	6,295	7,504	3,980	4,497	5,597	2,412	54,209
Circulation	8,347	4,061	5,019	14,218	15,458	5,787	13,030	17,520	10,160	16,769	18,792	7,151	136,312
PERIODICALS													
Attendance	8,320	4,150	5,614	23,293	18,133	9,124	18,032	24,221	14,545	21,307	24,487	9,482	180,758
Circulation	14,678	8,724	9,519	32,039	28,728	12,384	24,058	33,505	20,130	29,145	37,048	14,112	264,070
Questions	827	412	739	1,984	1,652	560	1,362	1,583	994	2,138	1,472	489	14,412
RESERVE													
Attendance	2,066	1,042	1,745	7,751	5,675	3,916	5,841	7,632	4,662	6,751	6,480	3,140	56,701
Circulation	2,266	1,055	1,814	7,541	6,154	4,195	5,942	7,794	4,778	7,419	7,036	3,407	59,401
DOCUMENTS													
Attendance	1,280	489	982	4,076	2,905	1,442	2,913	4,075	2,239	3,834	3,934	1,670	29,839
Circulation	3,804	2,038	2,236	8,077	7,022	2,874	5,193	8,034	4,671	7,315	10,476	3,409	65,149
Questions	599	249	363	1,154	795	327	846	1,294	511	863	1,219	389	8,609
PHYSICAL SCIENCES READING ROOM													
Attendance	978	619	829	6,768	5,626	3,388	5,304	7,125	4,375	4,682	6,335	3,168	49,197

TOTAL ATTENDANCE: 433,165
TOTAL CIRCULATION: 542,036
TOTAL QUESTIONS: 35,831

Service Hours Weekly -- 99½

13,361 FTE Student
709 FTE Faculty*

**Average Circulation Per Student: 41
***Average Circulation Per Faculty Member: 25

*Teaching Faculty Only
**From University Library only (all departments)
***Includes only out-of-building loans from the Circulation Department and Periodicals Room.

LIBRARY FACULTY 1973-74

Mr. James B. Alsip, Acquisitions Librarian

Mrs. Ruthann Burton, Assistant Catalog Librarian (half-time only)

Mrs. Gretchen Cade, Assistant Periodicals Librarian (Acting Periodicals Librarian, September 28, 1973 - June 23, 1974)

Mr. John Campbell, Assistant Reference Librarian

Mr. Roy Chang, Assistant Circulation Librarian (Assistant Catalog Librarian, effective June 24, 1974)

Mr. Richard Dilley, Assistant Reference Librarian

Miss Kay Domine, Archivist

Mrs. Sybil Donaldson, Bibliographer

Mrs. Billie Gile, Assistant Catalog Librarian

Mrs. Donna Goehner, On leave without pay, September 18, 1973 - June 15, 1974 (Periodicals Librarian, effective June 24, 1974)

Miss Jane Hopkins, On leave without pay, September 18, 1973 - June 15, 1974 (Resigned August 20, 1974)

Mr. Stanley Humenuk, Head Catalog Librarian

Miss Bonnie G. Klein, Assistant Acquisitions Librarian

Dr. Donald S. Mac Vean, Director of Libraries

Miss Lois Mills, Documents and Legal Reference Librarian

Mrs. Elosia Mitchell, Assistant Reference Librarian (half-time only). On maternity leave January 30 - February 28, 1974.

Mr. Eugene Moushey, Head Reference Librarian

Mr. Helio Nardo, Assistant Catalog Librarian

Mrs. Esther Nelson, Circulation Librarian

Mrs. Shelia Nollen, Assistant Documents Librarian (April 8, 1974 - June 15, 1974, half-time only)

Mrs. Rene Raatjes, Assistant Catalog Librarian

Mrs. Gordana Rezab, Assistant Acquisitions Librarian (half-time only)

Mr. Kenneth Smejkal, Assistant Catalog Librarian

Miss Leigh Ann Smith, Assistant Periodicals Librarian (October 1, 1973 - June 15, 1974)

Mrs. Martha L. Swanson, Assistant Catalog Librarian (September 18, 1973 - June 15, 1974)

Mrs. Katharine Wall, Assistant Bibliographer, effective October 1, 1973.

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WESTERN ILLINOIS UNIVERSITY

MEMORIAL LIBRARY

ANNUAL REPORT

JULY 1, 1972 - JUNE 30, 1973

THE LIBRARY OF THE
1973
UNIVERSITY OF ILLINOIS
AT URBANA-CHAMPAIGN

MEMORIAL LIBRARY
WESTERN ILLINOIS UNIVERSITY
MACOMB, ILLINOIS 61455

ANNUAL REPORT 1972-73

This report shows the growth, use, and financial expenditures of the university and laboratory school libraries for the fiscal year 1972-73.

I. Statistical Comparisons, 1972-73 with 1971-72

A. Faculty and Staff -- By converting Civil Service salary funds to faculty salaries, one half-time faculty position was created for the academic year only. Thus, there were 23½ faculty positions filled by 26 persons. (See pages 16 and 17 for the Library faculty directory). Civil Service positions increased from 30 to 31½. The 1½ additional persons, although now charged to the library budget, do not work in the university library. One is assigned to the Map Library, administered by the Geography Department, and the other is assigned to the Physical Sciences Reading Room in Currens Hall, which is largely administered by the Chemistry and Physics Departments. The total number of different student employees increased from 278 to 364 or 30.9 per cent and the total hours worked rose from 60,077 to 68,089 or 13.33 per cent. The figures include College Work Study Program students and funds (see page 9 for details).

B. Expenditures -- Salaries and wages increased from $530,787.85 to $544,856.59 or 2.58 per cent. Expenditures for books and periodical back issues totalled $334,998.91 compared to $335,982.00, a decline of $983.09 or .293 per cent. The cost of subscriptions declined from $115,006.12 to $101,545.03, a decrease of 12.57 per cent. Funds for binding were very short with only $7,496.42 being spent, compared to $20,000 the previous year, a decrease of 62.5 per cent. Commodity expenditures declined to $20,444.81 from $22,603.87 a decrease of 9.55 per cent. Equipment costs rose from $9,280.41 to $10,191.87, or 8.94 per cent. Most of these funds were spent for shelving, card catalogs, office machines, and micro readers. Total Library operating expenditures totalled $1,035,582.65, compared to $1,033,680.25, an increase of only $1,902.40 or .184 per cent.

C. Growth of the Collections -- Volumes added, after deducting withdrawals of 4,492, totalled 29,170 compared to 31,478 a decrease of 7.33 per cent. The decrease is accounted for by a large increase in the number of withdrawals, fewer bound volumes of periodicals added due to reduced funds for binding, and the following problems in the Cataloging Department: a higher than average turnover in clerical personnel, a shortage of student workers, and space problems which required major shifting and imposed limitations on work efficiency. As during the previous year, a large number of microforms were added and these are not included in the volume count of books. Some, however, required considerable processing time. Overall, the processing index for the Catalog Department declined from 252,123 to 229,633 or 8.92 per cent.

The collection now totals 380,056 volumes of books and 156,336 microforms, an increase of 7.67 and 19.23 per cent respectively over last year. Periodicals currently received total 5,547, an increase of 386 or 6.96 per cent. (See pages 11 and 12 where statistics for other categories of printed materials held are shown.

D. Use of the Collections -- Three categories of statistics showing use are collected regularly: (1) attendance, (2) circulation, and (3) patrons' questions answered (summaries appear on pages 14 and 15). Total attendance declined from 541,031 to 512,589 or 5.25 per cent. The decrease was uneven between departments. For Reference it was 17.9 per cent, for Circulation 21 per cent, for Reserve 1.5 per cent, and the Elementary Library 4.7 per cent. The Curriculum Laboratory, the Documents and Legal Reference Department, and the High School Library had increases of 25.9 per cent, 8.47 per cent, and 54.1 per cent respectively. Probably the best explanation of the decline in attendance is that the library has so few attractive or desirable reading areas any longer. The Reference Department, which contains the card catalog is congested and noisy a good part of the time, the Circulation Department has very few seats now, and the Periodical Department has an inadequate number. Overall, seating is available for only about 5 per cent of the student body.

Total circulation declined from 787,311 to 735,709 or 6.55 per cent. This decrease is probably due to some of the same factors mentioned in last year's report -- increased use of microforms and a considerable number of off-campus classes -- and, in addition, the fact that most books and journals on Physics and Chemistry are now housed in Currens Hall. Use figures for this collection are not included in this report.

The number of questions answered increased from 42,947 to 54,273, or 20.86 per cent. The number of books, microfilms, and photocopies borrowed or purchased from other libraries decreased from 1,890 to 1,344 or 28.88 per cent.

II. Growth and State of the Collection

In addition to the 33,662 books and bound volumes of periodicals added this year, several large microforms collections were purchased and have been or are being processed, as follows:

(1) The Microbook Library of English Literature. Only part I of three has been issued to date. This part of the collection covers the period from Beowulf to the Restoration and contains all major and minor works of poetry, drama, and prose along with the scholarly criticism. Most works are represented in both the first and standard editions. Part II of this collection extending through the Romantic Revival is expected soon and Part III, which extends the collection to the close of the 19th century, will appear in a year or so. When completed this collection will expand tremendously our resources in English literature. Book catalogs as well as catalog cards are supplied with this collection.

(2) The London Times, 1789-1972, with indices.

(3) Herstory, A Guide to Todays Women. This is a selective yet reasonably comprehensive collection of periodical articles on women taken from over 300 sources.

(4) Slavery Source Materials. Consists of 441 book and pamphlet titles written before the Civil War by and about the Negro and about slavery and anti-slavery.

(5) State Constitutional Conventions, From Independence to the Completion of the Present Union, 1776-1959. Series I: The Thirteen Original States. Brings together the complete record of all known published documents relating to the formation and revision of state constitutions to 1959. Series II and III covering the other states are forthcoming.

Many other microform collections suitable for a university library are now available and purchases will be made on a selective basis in the years ahead as funds permit. Although microform is not regarded as an entirely satisfactory substitute for books, it is, in many instances, the only form available. The related problems of cost, quality, maintenance of, and space for, reading devices are severe and will remain as limiting factors, along with the greater difficulty of use when compared with books.

As for the quality of the book collection, a number of measures were applied during the year by the Bibliographer and her staff by checking the titles held in certain widely accepted lists. It was found that the library now has or has on order 78 per cent of the titles listed in Books for College Libraries, an increase of 8 per cent over the past year; 86 per cent of the titles in The American Behavioral Scientist, 1972; 98.7 per cent of "Outstanding Academic Books for 1972" (Choice, May 1973); 94.8 per cent of Mayhew, The Literature of Higher Education, 1972; and 100 per cent of Outstanding Education Books of 1971, (School and Society, Summer 1972). While the library rated rather well on the above lists, conspicuous weaknesses were revealed in certain subjects. On foreign education literature, as listed in Intellect for December, 1972, the library holds or has on order only 43.1 per cent of the titles. A list on the same subject, appeared in School and Society for Summer, 1972. The library has only 68 per cent of the titles. Likewise, the checking of Harmon, Political Science Literature, 2nd Supplement, 1972, showed holdings of only 59.1 per cent.

In terms of appropriate standards, the book collection rates as follows (calculations are based on a book collection of 380,056 (June 30, 1973) and an estimated FTE enrollment of 13,361 (Fall, 1973):

1. Clapp-Jordan[1]		Deficiency
Basic Undergraduate Library	50,750	
(709 FTE Faculty Members @ 100 vols.)	70,900	
(13,361 FTE Students @ 12 vols.)	160,332	
(52 Undergraduate Majors @ 335 vols.)	17,420	
(44 Graduate Majors @ 3,050 vols.)	134,200	
(1-6th Year Program @ 24,500 vols.)	24,500	
TOTAL	458,102	78,046

2. ALA Standards[2]		Deficiency
For first 200 students	50,000	
(Each additional 200 students @ 10,000 vols.)	658,000	
TOTAL	708,000	327,944

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[1]Clapp, Verner W. and Jordan, Robert T., "Quantitative Criteria for Adequacy of Academic Library Collections," College and Research Libraries, 27:123-30, March, 1966.

[2]"ALA Standards for College Libraries," College and Research Libraries, 20:274-80, July, 1959.

3. Washington State Standards[1]		Deficiency
Basic Collection	85,000	
(709 FTE Faculty Members @ 100 vols.)	70,900	
(13,361 FTE Students @ 15 vols.)	200,415	
(44 Masters Program @ 6,100 vols.)	250,100	
(1-6th Year Program)	24,500	
TOTAL	630,915	250,859

4. U. S. Office of Education[2]		Deficiency
First 600 Students	50,000	
(Each additional 200 FTE Students @ 10,000 vols.)	658,000	
(15 Masters Degree Fields @ 3,000 vols.)	45,000	
TOTAL	753,000	372,944

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[1]Washington Interinstitutional Committee of Business Officers. A Model Budget Analysis System for Program 05 Libraries. Office of Interinstitutional Business Studies, 1968, 17 p.

[2]Taken from 1969 "Instructions for Preparation and Submission of Applications for Grants for the Acquisitions of College Library Resources."

A major change in book selection procedures was introduced at the beginning of the year. The Library Book Selection Committee had discussed the merits of entering into an "on approval" or prior notification plan with a jobber for the supply of current books and reprints for several years. It was decided to refrain from doing so in the belief the book budget was too low to participate in such a plan. The subject was reconsidered early in 1972 and it was decided to participate in the plan offered by the Midwest Library Service of St. Louis effective in July, 1972. Under this plan, a profile of subject categories for this library was constructed and, on the basis of it, the jobber sends proof slips of Library of Congress Catalog cards for titles currently available. These slips are checked for ordering by the departmental library representatives as well as by the library bibliographers. Proof slips returned to the jobber constitute an order. Of the thirty teaching departments, nine did not participate in the plan for a variety of reasons. However, a total of 5,718 titles or about 25 per cent of all titles purchased were selected in this manner. Participation in this plan has simplified both selection and ordering procedures and has given an important assist to the departmental library representatives in their selection work. This procedure will be continued in 1973-74.

A new collection, entitled The Center for Regional Authors, was authorized effective July 1, 1973 and will be a part of the Archives and Special Collections Department. This is a joint venture with the English Department. The collection will include books, manuscripts, autographs, personal letters and papers, periodical articles and other items relating to regional authors, i.e., persons born in or very near the "military tract" of Illinois. Initially, emphasis will be placed on the works of Samuel Clemens, Edgar Lee Masters, Vachel Lindsey, and Carl Sandburg. Other authors may be added as deemed approriate. The goal will be to develop a representative collection of the editions of the above writers and their criticism within the broader purpose of enhancing the total collection. Special emphasis will be placed on collecting first editions, autographed copies, or those having unique features which would indicate their placement in Special Collections.

In addition to developing the collection of books and related items, the purposes of the center include the use of these materials for scholarly research, as a basis for either individual or university publications, for courses on Illinois authors, as part of a lecture series, and various other possibilities. Its growth and development will increase the potential of the university in fulfilling its function as a regional cultural and literary center for the "military tract" or the "forgotten Illinois," a logical one for it to assume since it is the only major research institution in the area. It will provide an opportunity for residents to acquaint themselves with the rich literary heritage of the region and permit faculty of this university to engage in original scholarly bibliographic and literary research.

The University Library has supported an Elementary and High School Library in the Laboratory School for many years. This school was officially closed at the end of the academic year although the Elementary part will be continued on a contractural arrangement with the Macomb Public Schools effective in September, 1973. Because of both need for space in Horrabin Hall and the fact that it was considered surplus, the High School collection of books and journals was removed in June. The book collection alone totalled 11,010 (not counting 1,014 which were missing) volumes. Of this number, 1,452 have been added to the University collection, 655 were transferred to Library Science Professional Collection which remains in Horrabin Hall, and the remaining 8,803 volumes have been placed on loan to Macomb High School.

One significant gift was received during the year. The personal library of the late Dr. William P. Standard, a physician and surgeon in Macomb from 1944 until his death in 1972, was given to the library through the W.I.U. foundation. The collection totalled more than 9,000 volumes of books and journals as well as personal records and notes and contained items dating back into the 1920's which had belonged to Dr. Standard's father, who also was a physician and surgeon. Many of the books were texts and manuals which are outdated and of little value but some of the journals strengthened our back issues in the medical sciences and made a fine addition to the collection.

III. Building Planning and Physical Rearrangements

As mentioned in last year's report, when it became clear that the funds for planning the new library building would be appropriated by the General Assembly, the Library Planning Committee was reactivated. It met often during 1972-73. The program for the building was revised, the position papers were updated, six architectural firms were interviewed, automation and communication specialists were heard, several seminars were attended, and numerous related issues were discussed. By the end of the year, the program and position papers were in final form. All of this was done in the belief that the planning funds would be released momentarily by the Governor's Office. Partly due to confusion over legal procedure, Governor Ogilvie did not release the funds before he left office in January. It was hoped that Governor Walker would act promptly when he assumed office but such was not the case and finally, on June 5, 1973, he cancelled the project. Thus, after seven years of planning on the part of a staff committee (and later a faculty wide committee), and approval by campus councils and administration, the Board of Governors, the Illinois Board of Higher Education, the State Capitol Development Board, the university still does not have a new library nor the funds to construct one. At no time, however, has any person or group disputed the need for one, so the Governor's action in denying the planning funds stands as both arbitrary and irresponsible. Efforts will be continued to get the new building, however. The capitol budget request for 1974-75 will include both planning and construction money.

As a stop gap measure to provide additional space, the gymnasium of Simpkins Hall was assigned to the library in June. It has been assumed that this area would be rehabilitated in such a way that it could house one of the public service departments and thus expand space for both readers and books. This would have required a new lighting and air conditioning system. But again the funds were denied and the area can be used only for storage. Volumes stored in two rooms in Sallee Hall and in one on the third floor of the library have now been moved to the Simpkins gymnasium. The room on the third floor of the library will be assigned to the Archives and Special Collections Department.

Donald S. Mac Vean

Donald S. Mac Vean
Director of Libraries

PERSONNEL AND FINANCIAL INFORMATION
1972-73

1. Personnel

a. Professional Staff	26[a]	
b. Civil Service Staff	31½[b]	
c. Student Assistants		
Total Number	364[c]	
Total Hours	68,089[d]	

2. Financial Information

a. Salaries and Wages		
Professional Staff	$291,433.76	
Civil Service Staff	152,346.43	
Student Assistants	101,076.30[e]	
TOTAL		$ 544,856.49
b. Books[f]		
University Library	$242,858.48[g]	
Periodicals -- Back Issues	89,750.00[h]	
High School Library	508.26[i]	
Elementary School Library	1,882.17	
TOTAL		$ 334,998.91

(a) Includes five persons employed half-time only; a total of 23½ positions. Laboratory School Librarians are excluded.

(b) One Library Clerk II is assigned to the Map Library which is administered by the Geography Department and effective November 6, 1972 one Library Clerk II was assigned to the Physical Sciences Reading Room in Currens Hall which is administered by the Chemistry and Physics Departments.

(c) 86 were CWSP students.

(d) 15,527 worked by CWSP students.

(e) $27,451.65 for CWSP.

(f) Book expenditures are as of July 7, 1973.

(g) An additional $50,584.58 is encumbered against the 1972-73 budget.

(h) An additional $31,330.16 is encumbered against the 1972-73 budget.

(i) An additional $8.80 is encumbered against the 1972-73 budget.

Personnel and Financial Information (continued)

c. Contractural Services

(1) Subscriptions		
Periodicals Department	$101,050.83	
Laboratory School Libraries	494.20	
TOTAL	$101,545.03	
(2) Binding		
Periodicals	$ 6,038.92	
Books	1,457.50	
TOTAL	$ 7,494.42	
(3) Machine rentals	$ 6,515.20	
(4) Miscellaneous	$ 7,233.92	
	TOTAL:	$122,790.57
d. Commodities		$ 20,444.81
e. Equipment		$ 10,191.87
f. Travel		$ 2,300.00
	GRAND TOTAL:	$1,035,582.65

LIBRARY COLLECTIONS
Holdings as of June 30, 1973

University Library	1972	Additions	Withdrawals	Gain or Loss	Total 1973
Books (Cataloged Volumes)	217,506	19,431[a]	1,603	17,828	235,334
Periodicals (Bound Volumes excluding those in the Documents Library)	44,947	2,900	--	2,900	47,847
TOTAL	262,453	22,331	1,603	20,728	283,181
Laboratory School					
High School Library	10,792	185	10	175	10,967
Elementary School Library	10,103	549	--	549	10,652
TOTAL	20,895	734	10	724	21,619
Library Science Reading Rm.	3,168	202	11	191	3,359
Curriculum Laboratory	12,190	1,325	409	916	13,106
Documents & Legal Reference Library volumes including bound periodicals	52,190	9,070	2,459	6,611	58,801
GRAND TOTAL	350,886	33,662	4,492	29,170	380,056
Microprint Materials					
Microfilm (# of reels)	8,205	3,318			11,523
Other Microforms (cards and fiche)	118,069	26,744			144,813
TOTAL	126,274	30,062			156,336

(a) Includes 291 volumes purchased for the extension division, 37 Permanent Loans and 277 Bibliography Room books.

LIBRARY COLLECTIONS (CONTINUED)

Pamphlets	1972	Additions	Withdrawals	Gain or Loss	Total 1973
Documents Library	64,261	13,395	2,496	10,899	75,160
High School Library	14,763	231	--	231	14,994
Elementary School Library	2,080	--	28	-28	2,052
Curriculum Laboratory	639	10	--	10	649
Reference Department	12,425	461	427	34	12,459
TOTAL	94,168	14,097	2,951	10,915	105,314
Phonodiscs					
Curriculum Laboratory	488	194		194	642
Maps					
Elementary School Library	124	--	--	--	124
Curriculum Laboratory (includes charts)	489	--	--	--	489
TOTAL	613	--	--	--	613
Tests					
Curriculum Laboratory	720	133		133	853
Number of Periodicals Currently Received					
Periodicals Room	4,611	250	--	250	4,861
Documents Library					
GPO Depository Items	354	113	10	103	457
State Periodicals	96	23	--	23	119
High School Library	68	10	--	10	78
Elementary School Library[a]	32	--	--	--	32
TOTAL	5,161	396	10	386	5,547
Number of Newspapers Currently Received (all in Periodicals Room)					
Foreign	25	5	--	5	30
Domestic	56	--	-3	-3	53
College	18	--	--	--	18
TOTAL	99	5	-3	-8	101

(a) No report for 1972-73.

Gifts[a]	Additions (vols.)	Value
Acquisitions	1,290	$2,594.00
Curriculum Laboratory	326	$ 813.50
Periodicals	195[b]	$ 975.00
TOTAL	1,811	$4,382.50

Cards Added and Withdrawn from Library Catalogs	Added	Withdrawn
Public Catalog, Memorial Library	154,978	2,749
High School Library [c]	--	--
Elementary School Library	2,119	--
TOTAL	157,097	2,749

Number of Volumes Reclassified	857
Number of Volumes Recataloged	1,734
Number of Volumes Borrowed or Purchased and photocopies purchased from other libraries	1,344
Number of Unfilled Requests	99
Number of Volumes and Photocopies Lent or Sold to Other Libraries	75

(a) Does not include volumes added to the Documents Library or Periodicals Department through gift and exchange. Of this number, 384 were from the estate of Dr. William P. Standard.

(b) From the Standard estate.

(c) No report for 1972-73.

USE OF THE LIBRARY

Department	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Total
REFERENCE													
Attendance	2,462	1,006	2,810	9,061	7,783	3,465	5,375	7,071	4,460	5,269	5,977	2,724	57,463
Circulation	1,512	664	220	1,927	975	754	1,360	1,989	1,470	1,351	2,023	997	15,242
Questions	815	354	710	1,694	1,577	684	1,383	1,284	971	1,740	1,690	951	13,853
CIRCULATION													
Attendance	5,278	2,184	2,470	7,723	8,358	3,799	6,067	7,516	5,250	5,480	6,625	2,910	63,660
Circulation	8,336	2,953	5,046	14,227	16,591	6,292	13,155	17,102	10,624	15,390	19,887	6,731	136,334
PERIODICALS													
Attendance	8,616	3,067	6,821	23,027	21,079	8,854	19,846	23,068	14,422	20,665	25,578	9,054	184,097
Circulation	26,934	8,709	13,031	38,485	33,997	12,305	33,914	38,449	22,544	35,103	42,110	14,102	319,683
Questions	878	291	805	1,840	1,629	546	1,915	1,601	894	2,152	2,431	1,023	16,005
RESERVE													
Attendance	1,798	793	2,408	9,099	7,646	3,980	6,880	8,532	5,551	6,906	7,867	3,612	65,072
Circulation	2,540	1,126	2,725	9,965	9,200	4,558	7,239	10,000	5,938	7,758	9,283	4,298	74,630
CURRIC. LAB.													
Attendance	2,154	894	962	4,577	4,097	1,383	4,174	5,440	2,121	4,346	4,568	1,136	35,852
Circulation	6,152	2,660	2,228	10,264	12,006	2,970	9,165	14,450	5,348	11,344	14,032	2,683	93,302
Questions	312	138	189	694	607	191	621	942	413	1,101	1,099	297	6,604
DOCUMENTS													
Attendance	1,158	473	786	2,801	3,627	1,375	2,341	3,120	1,842	2,981	3,369	1,237	25,110
Circulation	113	1,278	1,938	6,346	9,298	2,715	5,958	8,208	4,163	6,015	8,235	2,919	57,186
Questions	471	190	412	1,227	1,182	406	766	1,074	594	1,213	1,332	393	9,260
*HIGH SCHOOL													
Attendance			2,555	4,448	3,883	3,072	4,210	4,202	2,994	3,315	3,679	825	33,183
Circulation	-NO REPORT---		652	993	1,090	740	1,143	956	801	817	838	44	8,074
Questions			151	239	341	202	312	310	253	342	365	206	2,721

*Includes use of the Library Science Professional collection as well.

USE OF THE LIBRARY (CONTINUED)

DEPARTMENT	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Total
ELEM. SCHOOL													
Attendance	1,903	293	2,598	5,130	5,423	3,575	4,296	7,955	3,799	6,478	5,531	1,161	48,152
Circulation	1,843	427	1,879	3,962	3,278	1,635	2,718	5,272	2,052	4,115	3,674	393	31,258
Questions	221	110	318	640	742	417	665	1,012	446	782	425	52	5,830

TOTAL ATTENDANCE: 512,589
TOTAL CIRCULATION: 735,709
TOTAL QUESTIONS: 54,273

Service Hours Weekly -- 99½

13,544 FTE Student
709 FTE Faculty*

**Average Circulation Per Student 51
***Average Circulation Per Faculty Member: 21

*Teaching Faculty Only
**From University Library only (all departments)
***Includes only out-of-building loans from the Circulation Department and Periodicals Room.

LIBRARY FACULTY 1972-73

Mr. James B. Alsip, Acquisitions Librarian

Mr. Arnold Balk, Periodicals Librarian

Miss Linda Bauschke, Assistant Catalog Librarian (September 18, 1973 - June 15, 1973)

Mrs. Ruthann Burton, Assistant Catalog Librarian (half-time only)

Mrs. Gretchen Cade, Assistant Periodicals Librarian

Mr. John Campbell, Assistant Reference Librarian

Mr. Roy Chang, Assistant Circulation Librarian

Mr. Richard Dilley, Assistant Reference Librarian

Miss Kay Domine, Archivist

Mrs. Sybil Donaldson, Bibliographer

Mrs. Billie Gile, Assistant Catalog Librarian

Mrs. Donna Goehner, Curriculum Laboratory Librarian

Miss Jane Hopkins, Assistant Bibliographer

Mr. Stanley Humenuk, Head Catalog Librarian

Miss Bonnie G. Klein, Assistant Acquisitions Librarian (effective September 17, 1972)

Dr. Donald S. Mac Vean, Director of Libraries

Miss Lois Mills, Documents and Legal Reference Librarian

Mrs. Elosia Mitchell, Assistant Reference Librarian (half-time only). On leave September 18, 1972 - January 2, 1973.

Mr. Eugene Moushey, Head Reference Librarian

Mr. Helio Nardo, Assistant Catalog Librarian

Mrs. Eather Nelson, Circulation Librarian

Mrs. Shelia Nollen, Assistant Documents Librarian (September 17, 1972 - June 15, 1973)

Mrs. Rebecca Parker, Assistant Reference Librarian (half-time only) October 11, 1972 - December 16, 1972

Mrs. Rene Raatjes, Assistant Catalog Librarian

Mrs. Karen T. Reader, Assistant Acquisitions Librarian (half-time only) September 18, 1972 - June 15, 1973)

Mrs. Gordana Rezab, Assistant Acquisitions Librarian (half-time only)

Mr. Kenneth Smejkal (On leave, September 18, 1972 - September 17, 1973)

Mrs. Martha L. Swanson, Assistant Catalog Librarian (September - June)

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1971/72

WESTERN ILLINOIS UNIVERSITY

MEMORIAL LIBRARY

ANNUAL REPORT

JULY 1, 1971 - JUNE 30, 1972

LIBRARY OF THE
FEB 21 1974
UNIVERSITY OF ILLINOIS
AT URBANA-CHAMPAIGN

MEMORIAL LIBRARY
WESTERN ILLINOIS UNIVERSITY
MACOMB, ILLINOIS 61455

ANNUAL REPORT 1971-72

This report shows the growth, use, and financial expenditures of the university and laboratory school libraries for the past fiscal year.

I. Statistical Comparisons, 1971-72 with 1970-71

A. Faculty and Staff -- There was no change in the number of faculty positions this year. Thus, when the two in the laboratory school are excluded, there were 23 positions filled by 25 persons. (See page 15 for the library faculty directory). The number of Civil Service positions also remained constant at 30, the only change being that effective January 3, 1972 one Library Clerk II was assigned half-time to the Map Library in the Geography Department. This facility is not administered by the cental library. The total number of different student employees declined to 278 from 316 but the total hours worked rose to 60,077 from 57,076. The percentages of change in each case were -12 and 5.2, respectively.

B. Expenditures -- Salaries and wages increased from $475,730.26 to $520,787.85 or 11.57 per cent. Expenditures from state and W.I.U. Foundation grant funds for books and periodical back issues totalled $335,982.00 compared to $317,569.31 for last year, an increase of 5.79 per cent. The cost of subscriptions rose to $115,006.12 from $85,339.18, an increase of 34.58 per cent. Payments for binding increased from $12,059.55 to $20,000.00 or 65.84 per cent. Commodities expenditures declined to $22,603.87 from $27,541.15, or 17.92 per cent. Expenditures for equipment, again primarily for shelving, were $9,280.41 compared to $23,324.18, a decrease of 60.21 per cent. Expenditures for all line items totalled $1,033,680.25 compared to $947,186.88 in 1970-71, an increase of 9.13 per cent. This is the first time that library operating expenditures for a single year exceeded one million dollars.

C. Growth of the Collections -- Volumes added, after deducting withdrawals of 2,854, totalled 31,478 compared to 34,175, a decrease of 7.89 per cent. This decrease is due to several factors, as follows: (1) no report received of the volumes added to the High School Library (although some volumes were added), (2) an increase in withdrawals from 2,031 to 2,854, and (3) the purchase and processing of several extensive collections in microform. The latter titles, totalling 10,508 volumes, are not reflected in the volume count of books yet they required a considerable expenditure of funds and processing time. Volumes reclassified from the Dewey Decimal to the Library of Congress classification decreased from 30,857 to 7,757 and this project is essentially completed. See section V , page 6 where there is further comment about it. Over all, the processing index (i.e. all procedures performed) for the Catalog Department increased 33.33 per cent over last year.

The collection now totals 350,896 volumes of books and 126,274 microforms, an increase of 9.85 and 39.88 per cent respectively over last year. Periodicals currently received total 5,161, a decrease of 258 or 4.76 per cent. Due to budget problems some titles were cancelled, few new ones were started, and an unusually large number of titles ceased publication or merged with other journals. (See pages 10, 11, & 12 where statistics for other categories of printed materials held are shown).

D. Use of the Collections -- Three categories of statistics showing use are collected regularly: (1) attendance, (2) circulation, and (3) patrons' questions answered (summaries appear on pages 13 & 14). Total attendance declined from 595,945 to 541,031 or 9.21 per cent. Part of the decrease can be explained by the fact that the Library Science Reading Room was removed from the central library in August, 1971, and no report on the use of these materials has been received since then. Also, no report was received for the High School Library from July to December, 1971. These facts aside, however, there was a total decrease in attendance of 47,890 for the five departments in the central library which collect and report such statistics. This decrease was uneven between departments, however. For Reference the decrease was 33,715, for Circulation 847, and for Periodicals it was 21,650. Both the Reserve and Documents showed increases, 8,017 and 395 respectively. The Curriculum Laboratory, now located in Horrabin Hall, had an increase of 5,300.

Total circulation declined from 840,874 to 787,311 or 6.36 per cent. Some of the same factors mentioned above apply here as well. In addition and probably the most important, was the fact that in 1971-72 the in-building use of books in the Circulation Department was not counted whereas in 1970-71 it had been. Likewise, the growing amount and use of microforms probably tends to reduce the total circulation because these materials must be used within the building. Certain external factors may also effect this total. More classes are offered at extension centers than formerly and more students live off campus than did so earlier.

The number of questions answered decreased from 46,952 to 42,947, or 8.52 per cent. The number of books, microfilms, and photocopies borrowed or purchased from other libraries increased from 1,672 to 1,890 or 13.03 per cent.

II. Growth and State of the Collection

In addition to the approximately 34,000 books and bound volumes of periodicals added this year, two valuable and useful collections of microforms -- the 10K Fortune 500 collection of corporation annual reports and the Microbook Library of American Civilization -- were or are being processed. The latter collection contains more than 6,700,000 pages, over 15,000 physical volumes, and more than

30,000 titles when collected works and major articles in periodicals are counted. All relate to American life and literature from its beginning to the outbreak of World War I. Many of the titles in this collection are rare, others are out-of-print, and not all are available even in the finest libraries. As a general rule, this library prefers a book to a microform, but in deciding to purchase this collection, the convincing points were (1) the reduced costs, (2) savings in space, and (3) the non-availability of many of the titles in any other form. The library became a charter subscriber to the project in 1968 and by so doing gained a savings of over $5,000 off the publication price. Actual cost was $20,025 whereas to purchase in paper form, even if available, the cost would be nearly $450,000, according to the publisher's estimate. Various book catalogs as well as catalog cards were furnished by the publisher. All processing and card filing should be completed by September, 1972.

The Bibliographer and her staff continued the work of checking numerous standard book lists against our holdings and ordering titles presently lacking to the extent funds permitted. Although the full details will not be given here, it is interesting to note that the percentage of titles held which appear in Books for College Libraries, a rather commonly accepted standard for undergraduate collections, rose from 63 to 70 during the year.

In terms of applicable standards, the book collection rates as follows:

				Deficiency
(a)	Size of Memorial Library's collection; June 30, 1972		350,896 vols.	
(b)	Number of FTE students enrolled at Western, September, 1972 (estimated)		14,100	
(c)	Clapp-Jordan[1]			
	Basic Undergraduate Library	50,750		
	(646 FTE Faculty Members) (100 vols.)	64,600		
	(14,100 FTE Students) (12 vols.)	169,200		
	(54 Undergraduate Majors) (335 vols.)	18,090		
	(41 Graduate Programs) (3,050 vols.)	125,050		
	(1/ 6th Year Program) (24,500 vols.)	24,500	452,190 vols.	101,294 vols.

[1]Clapp, Verner W. and Jordan, Robert T., "Quantitative Criteria for Adequacy of Academic Library Collections," College and Research Libraries, 27:123-30, March, 1966.

(d)	ALA Standards[2]			Deficiency
	For First 600 Students	50,000		
	(Each Additional 200 Students) (10,000)	675,000	725,000 vols.	374,104 vols.
(e)	Washington State Standards[3]			
	Basic Collection	85,000		
	(646 FTE Faculty) (100 vols.)	64,600		
	(14,100 FTE Students) (15 vols.)	211,500		
	(41 Master's Programs) (6,100 vols.)	250,100		
	(1/ 6th Year Program) (24,500 vols.)	24,500	635,700 vols.	284,804 vols.

It should be pointed out that the above statement of our holdings does not include volumes in microforms, which now constitute a significant portion of our collection. If they were included, the deficiencies shown would be somewhat lower.

Most library faculty selections are now being coordinated by the Bibliographer and more of the departmental library representatives are coming to her for assistance in spending their allotments. This is viewed as a very desirable trend because experience has shown that too many of the teaching faculty do not have the time, interest, or bibliographic skill to do an effective job of book selection.

III. Physical Rearrangements

On July 1, 1971 the Library Science Department was separated from the Library and in August all Department personnel, offices, furniture, equipment, and book collection were relocated in either Stipes or Horrabin Halls. The Reserve Library, the Bibliography Department, and parts of the microform collection were moved into the space vacated. During the same month the Curriculum Laboratory was moved to two rooms in Horrabin Hall and the legal reference and ERIC materials now occupy this room.

The above changes permitted the addition of some shelving and relieved the congested seating arrangement somewhat. Overall, however, the space situation remains as a serious problem, and additional areas are needed for readers, staff and materials.

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[2]"ALA Standards for College Libraries," College and Research Libraries, 20:274-80, July, 1959.

[3]Washington Interinstitutional Committee of Business Officers. A Model Budget Analysis System for Program 05 Libraries. Office of Interinstitutional Business Studies, 1968, 17 p.

When it was clear that the appropriation bill to provide planning funds for a new library would pass, the building committee was reactivited. The program which had been approved in July of 1970 was reviewed and revised somewhat and other matters were discussed at considerable length. It is hoped that an architectural firm will be selected by early fall and that detailed planning begun shortly thereafter.

Various members of the Library Planning Committee visited a number of new libraries during the year, including those at Oral Roberts University, Oklahoma Christian College, Central Oklahoma State University, Emory University, Georgia State University at Atlanta, Georgia Institute of Technology, the University of Tennessee, and the University of Chicago.

IV. Archives and Special Collections

In 1970 responsibility for the university archives was assigned to the library but due to the lack of personnel and space little was done other than to store the records of past presidents of the institution in the library vault. In September, 1971, however, a library school graduate with a specialty in archival management, Miss Kay Domine, was employed and a department in the library entitled "Archives and Special Collections" was created. This department is located in a small basement room formerly occupied by the Bibliographer. The vault and part of one room in Sallee Hall is used for storage.

According to a policy arrived at in November, 1971 the Archives will collect, classify, store, and service the following:

1. WIU official records.

2. All WIU publications.

3. WIU faculty publications.
   a. Published books, poetry, articles, chapters in books.
   b. Copies of published works--manuscripts, photocopies, typed drafts.
   c. Papers presented at scholarly and professional meetings and conferences.

By the same policy Special Collections will contain:

1. Books of value due to early imprint date.
   a. All books printed before 1850, as of November, 1971.
   b. American books printed before 1850 or according to earliest printing dates in states west of the Appalachians.

2. Books whose irreplaceability or uniqueness makes them rare.
   a. Limited editions (750 copies or less).
   b. First editions of significance.
   c. Autographed copies by local or famous authors.

3. Books of aesthetic importance (fine printing, illustration, or binding).

4. Materials of historic interest.
   a. Items concerning McDonough and adjacent counties.
   b. Select items concerning the Military Tract and the Northwest Territory.
   c. Items of local historic interest.
   d. Select items of non-local historic interest.
   e. Collections donated to the library by individuals or groups.

5. Books by alumni and others if they have been donated especially to the WIU library and have been identified as such in the books.

Although this new department and service has existed for only nine months, there has been considerable expression of interest in it and some use made of the contents. Adequate and appropriate space for the department will be provided in the new building and when available both the collecting and processing activities can be increased, particularly for items which fall within the category of "Special Collections." In the meantime the major efforts of the staff will be devoted to classifying and arrangements the institutional records now on hand.

V. Completion of the Reclassification Project

Reference was made earlier to the fact that the reclassification project was now essentially completed. When this project was started in September, 1966 it was estimated that it could be finished within 3 1/2 to 5 years and that since extra staff was provided it would have little effect on the processing of newly acquired materials. Neither prediction proved to be entirely accurate, however, for a number of reasons. The start of this project coincided with the assignment of larger book budgets than anticipated and priority was given to processing new volumes. Start-up procedures were greater than anticipated and little progress was made during the first two years. In fact, only about 12,000 out of around 120,000 volumes affected were reclassified during this period. From that point an excellent progress was made until July, 1971 when, due to budget problems, a large number of student and clerical employees were released or their positions left vacant. Had this not happened, probably the deadline of September 1, 1971 would have been met. Since then all of but a few dozen volumes have been reclassified and all volumes actually in the Circulation and Reference Departments of the central library are now classified by the Library of Congress system.

Other problems plagued this project which were not fully appreciated in advance. It turned out that this was much more than a reclassification project. Many volumes had to be recataloged as well in order to have uniformity with present procedures. Also, the large number of catalog card sets that had to be entirely replaced was underestimated. It was known that

there were some cards in the catalog which had been run on a hectograph machine and lacked much important bibliographic data but the number was larger than expected.

In retrospect, however, it is felt that the decision to start reclassification in 1966 was a wise one despite its cost and resulting problems. It would cost much more today and if the collection grows as anticipated, this library would reach the size, as has happened to so many, that the question could not be seriously considered.

VI. Use Studies

Rather extensive and detailed use studies were conducted in two departments -- Periodicals, and Documents and Legal Reference -- during the year. Reports of these surveys were to be included here but not all tabulation and analysis has been completed at this time. They will be issued as addenda or included in next year's report.

Donald S. Mac Vean
Director of Libraries

PERSONNEL AND FINANCIAL INFORMATION
1971-72

1. Personnel

a. Professional Staff	25[a]	
b. Civil Service Staff	30[b]	
c. Student Assistants		
Total Number	278	
Total Hours	60,077	

2. Financial Information

a. Salaries and Wages		
Professional Staff	$ 282,972.00	
Civil Service Staff	147,040.70	
Student Assistants	101,775.15	
TOTAL		$ 530,787.85
b. Books[c]		
University Library	$ 277,375.53[d]	
Periodicals -- Back Issues	57,780.28[e]	
High School Library	565.24[f]	
Elementary School Library	260.95[g]	
TOTAL		$ 335,982.00

(a)Includes four persons employed half-time only; a total of 23 positions. Laboratory School Librarians are excluded.

(b)Effective January 3, 1971, one Library Clerk II was assigned half-time to the Map Library which is administered by the Geography Department.

(c)Book expenditures are as of August 3, 1972.

(d)An additional $24,688.13 is encumbered against the 1971-72 budget. Included in this category is $640.00 from a Western Foundation Grant.

(e)An additional $36,333.62 is encumbered against the 1971-72 budget.

(f)An additional $86.63 is encumbered against the 1971-72 budget.

(g)An additional $26.76 is encumbered against the 1971-72 budget.

PERSONNEL AND FINANCIAL INFORMATION (CONTINUED)

c. Subscriptions		
Periodicals	$ 114,003.31	
Laboratory School Libraries	1,002.81	
TOTAL		$ 115,006.12
d. Binding		
Periodicals	$ 10,760.00	
Documents	1,840.00	
Books	7,400.00	
TOTAL		$ 20,000.00
e. Commodities		$ 22,603.87[a]
f. Equipment		$ 9,280.41[b]
GRAND TOTAL OF ALL EXPENDITURES		$1,033,680.25

(a)An additional $1,000.00 is encumbered against the 1971-72 budget.

(b)Paid from Federal Grant (Agency Account) Equipment - #5-0490

LIBRARY COLLECTIONS
Holdings as of June 30, 1972

University Library	1971	Additions	Withdrawals	Gain or Loss	Total 1972
Books (Cataloged Volumes)	198,302	20,621[a]	1,417	19,204	217,506
Periodicals (Bound Volumes excluding those in the Documents Library)	41,819	3,128	--	3,128	44,947
TOTAL	240,121	23,749	1,417	22,332	262,453
Laboratory School					
High School Library	10,792	--	--	--	10,792[b]
Elementary School Library	9,750	353	--	353	10,103
TOTAL	20,542	353	--	353	20,895
Library Science Reading Rm.	3,068	106	6	100	3,168
Curriculum Laboratory	10,703	1,601	114	1,487	12,190
Documents & Legal Reference Library volumes including bound periodicals	44,984	8,523	1,317	7,206	52,190
GRAND TOTAL	319,418	34,332	2,854	31,478	350,896
Microprint Materials					
Microfilm (# of reels)	7,390	815			8,205
Other Microforms (cards and fiche)	82,882	35,187			118,069
TOTAL	90,272	36,002			126,274

(a)Includes 257 volumes purchased for the extension division, 45 Permanent Loans and 216 Bibliography Room Books.

(b)No report for 1971-72.

LIBRARY COLLECTIONS (CONTINUED)

Pamphlets	1971	Additions	Withdrawals	Gain or Loss	Total 1972
Documents Library	55,132	9,129	--	9,129	64,261
Library Science Library	558	--	--	--	558 (b)
High School Library	14,763	--	--	--	14,763 (b)
Elementary School Library	2,068	12	--	12	2,080
Curriculum Laboratory	635	4	--	4	639
Reference Department	14,907	322	1,804	1,482	12,425
TOTAL	88,063	9,467	1,804	10,627	94,726
Phonodiscs					
Curriculum Laboratory	334	114	--	204	488
Maps					
Elementary School Library	124	--	--	--	124
Curriculum Laboratory (includes charts)	489	--	--	--	489
TOTAL	613	--	--	--	613
Tests					
Curriculum Laboratory	260	460	--	460	720
Number of Periodicals Currently Received					
Periodicals Room	4,815	--	204	-204	4,611
Documents Library					
GPO Depository Items	329	29	4	25	354
State Periodicals	67	35	6	29	96
High School Library	176	--	108	-108	68
Elementary School Library	32	--	--	--	32
TOTAL	5,419	64	322	-258	5,161
Number of Newspapers Currently Received (all in Periodicals Room)					
Foreign	28	--	3	-3	25
Domestic	56	--	--	--	56
College	18	--	--	--	18
TOTAL	102	--	3	-3	99

(b)Ibid.

Gifts	Additions	Value
Acquisitions	1,716	$ 7,050.00 (est.)
Curriculum Laboratory	628	2,517.10
Legal Reference	338	676.00
TOTAL	2,682[a]	$10,243.10

Cards Added and Withdrawn from Library Catalogs	Added	Withdrawn
Public Catalog, Memorial Library	149,993	17,000
High School Library[b]	--	--
Elementary School Library	1,663	--
TOTAL	115,656	17,000

Number of Volumes Reclassified from Dewey Decimal to Library of Congress Classification	7,757
Number of Book Repairs	1,879
Number of Volumes Borrowed from Other Libraries	1,305
Number of Xerox Copies and Microfilms Purchased from Other Libraries	585
Number of Unfilled Requests	68
Number of Volumes Lent to Other Libraries	44

(a)Does not include volumes added to the Documents Library or Periodicals Department through gift and exchange.

(b)No report, 1971-72

USE OF THE LIBRARY

DEPARTMENT	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Total
REFERENCE													
Attendance	2,995	1,125	5,781	9,221	7,903	2,706	7,385	8,669	5,214	7,752	8,814	2,425	69,990
Circulation	939	252	1,118	1,724	2,208	696	1,799	2,529	1,720	2,100	3,159	876	18,120
Questions	379	163	1,058	997	1,256	311	1,168	840	917	1,501	1,340	671	10,601
CIRCULATION													
Attendance	4,054	1,615	4,685	10,005	8,089	3,372	9,158	11,923	4,946	10,071	10,010	2,731	80,709
Circulation	8,483	2,871	8,670	16,016	18,120	4,517	14,487	19,963	10,803	15,916	20,792	5,904	146,542
PERIODICALS													
Attendance	9,638	3,672	12,246	25,288	25,099	7,734	22,890	27,280	14,879	24,868	27,661	7,698	208,953
Circulation	25,705	12,229	18,919	38,695	42,371	11,675	39,185	49,157	27,357	44,592	51,966	14,764	376,615
Questions	766	261	983	2,029	1,499	237	1,442	2,017	924	1,938	2,335	673	15,104
RESERVE													
Attendance	1,624	592	3,804	8,400	7,525	3,021	6,754	8,437	5,656	8,217	8,596	3,446	66,072
Circulation	2,124	815	3,379	7,498	7,045	2,599	6,348	8,812	5,680	9,314	9,381	4,132	67,127
CURRIC. LAB													
Attendance	1,077	608	1,140	3,458	3,418	511	2,707	3,565	1,690	3,866	3,529	984	26,553
Circulation	5,048	3,075	2,755	10,389	10,546	1,733	6,501	12,707	4,967	11,358	13,461	2,604	85,144
Questions	306	102	180	575	552	117	242	584	251	662	625	149	4,345
DOCUMENTS													
Attendance	932	435	1,253	2,622	2,652	1,031	2,599	2,576	1,798	2,326	3,249	1,510	22,983
Circulation	2,560	844	1,307	4,028	4,402	875	3,310	4,593	2,890	4,480	8,825	3,092	41,206
Questions	295	187	505	775	793	139	684	771	494	727	1,054	370	6,794
HIGH SCHOOL													
Attendance							3,544	2,729	2,787	3,413	2,645	104	15,222
Circulation	----------	----------	--- NO	REPORT	----------	-------	1,505	960	1,187	1,574	750		5,976
Questions							123	79	73	80	67		422

USE OF THE LIBRARY (CONTINUED)

DEPARTMENT	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Total
ELEM. SCHOOL													
Attendance	1,566	461	2,612	5,955	6,524	2,609	5,659	6,868	4,732	6,001	5,479	2,083	50,549
Circulation	1,501	96	4,143	7,779	5,325	1,623	4,749	5,829	2,857	5,978	5,172	1,529	46,581
Questions	307	78	594	908	554	192	592	583	479	665	520	209	5,681

TOTAL ATTENDANCE: 541,031
TOTAL CIRCULATION: 787,311
TOTAL QUESTIONS: 42,947

Service Hours Weekly -- 97½

13,331 FTE Student
646 FTE Faculty

*Average Circulation Per Student 55
**Average Circulation Per Faculty Member: 24

*From University Library only (all departments)
**Includes only out-of-building loans from the Circulation Department and Periodicals Room

LIBRARY FACULTY, 1971-72

Mr. James B. Alsip, Acquisitions Librarian

Mr. Arnold Balk, Periodicals Librarian

Mrs. Ruthann Burton, Assistant Catalog Librarian (half-time only)

Mrs. Gretchen Cade, Assistant Periodicals Librarian

Mr. John Campbell, Assistant Reference Librarian (effective September 22, 1971)

Mr. Roy Chang, Reserve Librarian

Mr. Richard Dilley, Assistant Reference Librarian (effective September 13, 1972)

Mrs. Anne Dillibe, Assistant Acquisitions Librarian (effective September 13, 1972)

Miss Kay Domine, Archivist (effective September 13, 1971)

Mrs. Sybil Donaldson, Bibliographer

Mrs. Billie Gile, Assistant Catalog Librarian

Mrs. Donna Goehner, Curriculum Laboratory Librarian

Miss Jane Hopkins, Assistant Acquisitions Librarian (effective September 13, 1971)

Mr. Stanley Humenuk, Head Catalog Librarian

Dr. Donald S. Mac Vean, Director of Libraries

Miss Lois Mills, Documents and Legal Reference Librarian

Mrs. Elosia Mitchell, Assistant Acquisitions Librarian (half-time only)

Mr. Eugene Moushey, Head Reference Librarian

Mr. Helio Nardo, Assistant Catalog Librarian

Mrs. Esther Nelson, Circulation Librarian (effective June 12, 1972)

Mrs. Shelia Nollen, Assistant Documents Librarian (temporary, September 13, 1971-June 10, 1972)

Mrs. Rene Raatjes, Assistant Catalog Librarian

Mrs. Gordana Rezab, Assistant Acquisitions Librarian (half-time only)

Mr. Kenneth Smejkal, Assistant Catalog Librarian

Mrs. Martha L. Swanson, Assistant Catalog Librarian (September - June)

Mr. W. J. Whitehead, Circulation Librarian (resigned June 10, 1972)

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1970/71

WESTERN ILLINOIS UNIVERSITY

MEMORIAL LIBRARY

ANNUAL REPORT

JULY 1, 1970 - JUNE 30, 1971

ILLINOIS
URBANA-CHAMPAIGN

MEMORIAL LIBRARY
WESTERN ILLINOIS UNIVERSITY
MACOMB, ILLINOIS 61455

ANNUAL REPORT 1970-71

This report shows the growth, use, and financial expenditures of the university and laboratory school libraries for the past fiscal year. Facts and figures for the Department of Library Science are excluded except for books added and statistics of use for the reading room.

I. Statistical Comparisons, 1970-71 with 1969-70.

A. Staff -- The 25 faculty positions (including 2 in the laboratory school) were filled by 27 persons compared to 23 positions and 24 persons in 1969-70. The Civil Service staff was increased from 27 to 30. The total number of different student employees rose from 229 to 316 and the total hours worked increased from 40,560 to 57,076. The percentages of increase for students in each case were 38 per cent and 41 per cent, respectively.

B. Expenditures -- Salaries and wages increased from $448,364.00 to $475,730.24 or 6 per cent. Expenditures from state and federal funds for books and periodical back issues totaled $317,569.31 compared to $299,321.66 for last year, an increase of 6.09 per cent. The cost of subscriptions rose to $85,399.18 from $68,999.60, an increase of 23.77 per cent. Payments for binding increased from $12,012.55 to $12,059.55 or .001 per cent. Commodities expenditures rose from $12,240.85 to $27,541.15, an increase of 124.99 per cent. Expenditures for equipment, primarily for shelving, were $23,324.18 compared to $8,068.95 in 1969-70, an increase of 189.07 per cent. Expenditures for all line items totaled $947,186.88 compared to $849,007.61 in 1969-70, an increase of 11.56 per cent.

C. Growth of Collections -- Volumes added, after deducting withdrawals of 2,031, totaled 34,175 compared to 33,191 last year, an increase of 3 per cent. Volumes reclassified from the Dewey Decimal to the Library of Congress classification rose from 25,839 to 30,857, an increase of 19 per cent. Over all, the processing index (i.e., all procedures performed) for the Catalog Department increased 49.69 per cent over 1969-70.

The book collection now totals 319,418,[1] an increase of 12 per cent over last year and a 112 per cent increase during the last six years. In addition to the 3,570 bound volumes added to the periodical holdings, 825 new periodical subscriptions were started bringing the total number received to 5,419. This marks the achievement of a goal of several years and is in accord with the recommendation of the Library Committee report of the Illinois Board of Higher Education.

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(1) See page 8 for categories of books included in this total.

D. Use of the Collections -- Three categories of statistics showing use are collected regularly: (1) attendance, (2) circulation, and (3) patrons' questions answered. (Summaries appear on pages 11 and 12.) Total attendance declined from 719,346 to 595,945 or 17 per cent. This can be explained partly by the fact that 44 seats were removed from the first floor due to expansion of the circulating collection. In the past this had been one of the favorite study areas for students.

Circulation increased from 660,770 to 840,874 or 27 per cent. This is a healthy rise and is greater than the increase in enrollment which was 2,135 or 15 per cent. The number of questions answered rose from 45,866 to 46,952, an increase of 3 per cent.

The number of books and photocopies borrowed or purchased from other libraries declined from 1,912 to 1,672 or 13 per cent. Most items were furnished by the University of Illinois and the Illinois State Libraries.

II. State of the Collections

In the report for 1969-70, the book collection was evaluated on the basis of the various standards applicable to a university library. Instead of repeating that practice this year, certain basic lists of books and periodical indexes were checked against our holdings. The percentage of titles held are shown below.

Book Lists	Percentage of Titles Held
Books for College Libraries	63
Choice. Opening Day Collection	85
Choice. Outstanding Academic Books, 1968 and 1969	79
Committee on Undergraduate Program in Mathematics. Basic Library List	91
Harvard University. Baker Library. Business School. Core Collection.	77
Harvard University Graduate School of Business Administration. Business Literature: An Annotated List for Students and Businessmen.	74
Harvard List of Books in Psychology	90
Marks. List of Books in Education	87
Mayhew. Literature of Higher Education	65
Michigan State University. Graduate School of Business Administration. Selected List of Books and Periodicals in the Field of Business 1968	86
Pi Lambda Theta. Education Book List 1968-69	70
National Association of Schools of Music. A Basic Music Library	86

Periodical Abstracts and Indexes	Percentage of Titles Held
ABC Political Science	27.8
Abstracts Journal in Photography	37.5
Abstracts in Anthropology	61.1
Accountant's Index Supplement	21.3
Applied Science and Technology Index	56.0
Biological Abstracts (1969)	6.1
Biological and Agricultural Index	78.9
Boating Abstracts	21.95
Book Review Digest	98.5
Book Review Index	95.2
British Education Index	56.0
British Humanities Index	43.8
British Technology Index	17.5
Business Education Index	58.6
Business Periodicals Index	77.9
Chemical Abstracts	4.5
Current Index to Journals in Education	64.1
Economic Abstracts	33.3
Education Index (complete except for Non-GPO and annuals)	88.7
Educational Administration Abstracts	86.5
Employment Relations Abstracts	60.1
Food Science and Technology Abstracts	10.9
Gardener's Abstracts	28.4
Guide to Dance Periodicals	44.4
Guide to the Performing Arts	57.4
Horseman's Abstracts	1.1
Index and Abstracts of Foreign Physical Education Literature	5.5
Index Medicus	11.1
Index of Economics Journals	60.1
Index to Book Reviews in Humanities	89.1
Index to Foreign Legal Periodicals	4.9
Index to Legal Periodicals	19.0
Index to Little Magazines	53.3
Index to Selected Periodicals	100.0
Index to Religious Periodical Literature	23.5
Industrial Hygiene Digest	42.3
International Nursing Index	10.8
Library and Information Science Abstracts	22.5
Library Literature	37.7
MLA Bibliography	19.2
Management Index	46.3
Management Research	70.1
Music Index	39.7
Occupational Safety and Health Abstracts	5.4
Public Affairs Information Service	42.7
Philosopher's Index	54.3
Psychological Abstracts	44.0
Reader's Guide	98.1
Religious and Theological Abstracts	24.5
Rheology Abstracts	29.8

Periodical Abstracts and Indexes (Cont.)	Percentage of Titles Held
Social Sciences and Humanities Index	98.0
Sociological Abstracts	52.0
Speech Abstracts	73.3
Textile Technology Index	24.9
World Textile Abstracts	18.9

NOTE: In certain abstracts and indexes above, titles other than periodicals are listed. These were not checked and therefore the percentages shown for periodicals held are lower than actual.

III. Physical Rearrangements

The problem mentioned in earlier reports, i.e., inadequate space for books, patrons, and staff activities, persisted throughout the year and only temporary and inadequate solutions were found. The committee charged with responsibility for planning space assignments met frequently and explored numerous alternatives.

Thirty-three ranges of six double-faced sections of shelving were installed in various parts of the building and in the storage rooms in Sallee Hall during the fall quarter. This shelving has now largely been filled and more will be needed during 1971-72. The circulating collection on the first floor was expanded into two additional modules of the Reference Department and more books were removed from the basement into this area. The installation of shelving in the various departments had considerable impact on seating, causing a reduction in the total for the building from 831 to 787. Insufficient seating has been a reality for several years and during peak hours of use, some patrons cannot be accommodated. The removal of the Library Science Department from the Library in August, 1971 will, however, permit the restoration of some reader stations.

The committee searched for appropriate space in other buildings, both for storage and for the relocation of one or more departments which could operate reasonably well outside the central library. No satisfactory rooms were located which were available at this time, but space may become available in either Horrabin or Simpkins Hall in the future.

Other problems of a physical nature which persisted or were intensified during the year were the lack of suitable offices for staff members and an inadequate supply of electrical power in the Cataloging Department to operate all machines simultaneously. Apparently no improvement on either score can be expected in the near future.

It was reported a year ago that a program for a new library building had been completed. Since no planning money was available this year, no further progress with details was made and the general planning committee was completely inactive. The

five members of the Physical Rearrangements Committee did, however, visit three new or recently erected libraries during the week of April 26-29. Places visited were the University of Arkansas, Oral Roberts University, and the University of Missouri at Kansas City.

V. Library Staff Committees

Most internal policies of the library are developed or considered by a committee. At one time there were nine committees, but this year several were joined leaving only four: (1) Personnel, Budget, and Appeals, (2) Policy, (3) Physical Rearrangements, and (4) Staff Services. The first three were very active with meetings occurring approximately bi-weekly.

VI. Bibliography Department

This department came into existence on September 1st and is staffed with a librarian and a clerk. The purpose of the department is to both evaluate the book collection and to direct its growth in a systematic manner. Major attention was paid to the undergraduate component and some of the results of this effort are reported in section II, page 2. Numerous titles, particularly retrospective, were selected by the Bibliographer, but there were only limited funds available for this purpose. She also reported to departmental library representatives gaps in their subject holdings which were identified and in most cases orders were placed.

The Bibliographer participated as a member of a general faculty committee which studied the formula currently used for dividing the book funds between academic departments. She also worked with the Director in developing an entirely new plan of book acquisitions. Recommendations prepared in both instances probably cannot be implemented for another year because of a reduced book budget for 1971-72.

VII. Security Matters

Two library attendants were employed for the year with one person on duty each evening and part of the weekend in anticipation of group activism and vandalism. Fortunately, such action did not materialize, but the library experienced the worst year ever in terms of money losses. On at least seven occasions, fine money and copier income funds were stolen from offices, desks, drawers or files. The total loss exceeded $500.00. There was no evidence of forced entry at any time so it appears that someone has a key to all doors in the building. All efforts to apprehend the person proved futile and the problem is unresolved. The building will be entirely rekeyed later this year.

Donald S. Mac Vean
Director of Libraries

PERSONNEL AND FINANCIAL INFORMATION
1970-71

1. Personnel

a. Professional Staff	27[a]
b. Civil Service Staff	30
c. Student Assistants	
Total Number	316
Total Hours	57,076

2. Financial Information

a. Salaries and Wages

Professional Staff	$ 239,176.00[b]	
Civil Service Staff	142,022.00	
Student Assistants	94,532.24	
TOTAL		$ 475,730.24

b. Books[c]

University Library	$ 242,337.56[d]	
Periodicals -- Back Issues	75,231.75[e]	
High School Library	3,071.46[f]	
Elementary School Library	2,491.81[g]	
TOTAL		$ 323,132.58

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[a] Includes two Laboratory School librarians and four persons employed half-time only; a total of 25 positions.

[b] Laboratory School librarians are paid from the Laboratory School budget.

[c] Book budget figures are as of July 30, 1971.

[d] An additional $63,159.85 is encumbered against the 1970-71 budget. Included in this category is $10,469.53 from an HEA Title II A grant.

[e] An additional $45,431.35 is encumbered against the 1970-71 budget.

[f] An additional $97.69 is encumbered against the 1970-71 budget.

[g] An additional $168.39 is encumbered against the 1970-71 budget.

PERSONNEL AND FINANCIAL INFORMATION (CONTINUED)

c.	Subscriptions		
	Periodicals	$ 83,814.90	
	Laboratory School Libraries	1,574.28	
	TOTAL		$ 85,399.18
d.	Binding		
	Periodicals	$ 7,505.74	
	Documents	1,546.17	
	Books	3,007.64	
	TOTAL		$ 12,059.55
e.	Commodities		$ 27,541.15[a]
f.	Equipment		$ 23,324.18[b]
	GRAND TOTAL OF ALL EXPENDITURES		$ 947,186.88

[a]An additional $202.68 is encumbered against the 1970-71 budget.

[b]An additional $1,689.90 is encumbered against the 1970-71 budget.

LIBRARY COLLECTIONS
Holdings as of June 30, 1971

University Library	1970	Additions	Withdrawn	Gain or Loss	Total 1971
Books (Cataloged Volumes)	176,077	23,102[a]	877	22,225	198,302
Periodicals (Bound Volumes) excluding those in the Documents Library	38,249	3,570	--	3,570	41,819
TOTAL	214,326	26,672	877	25,795	240,121
Laboratory School					
High School Library	10,150	669	27	642	10,792
Elementary School Library	9,951	589	790	-201	9,750
TOTAL	20,101	1,258	817	441	20,542
Library Science Reading Room	2,755[b]	452	139	313	3,068
Curriculum Laboratory	9,119	1,782	198	1,584	10,703
Documents & Legal Reference Library volumes including bound periodicals	38,942	6,042	--	6,042	44,984
GRAND TOTAL	285,243	36,206	2,031	34,175	319,418
Microprint Materials					
Microfilm (# of reels)	5,278	2,112			7,390
Other Microforms (cards and fische)	64,018	18,864			82,882
TOTAL	69,296	20,976			90,272
Pamphlets					
Documents Library	45,995	9,137	--	9,137	55,132
Library Science Library	621	32	95	- 63	558
High School Library	14,341	422	--	422	14,763
Elementary School Library	2,040	28	--	28	2,068
TOTAL	62,997	9,619	95	9,524	72,521[c]

(a) Includes 67 volumes purchased for the extension division.
(b) Corrected total for 1969-70.
(c) Does not include pamphlets in Reference Department and the Curriculum Lab.

Phonodiscs	1970	Additions	Withdrawn	Gain or Loss	Total 1971
Curriculum Laboratory	178	164	8	156	334
Maps					
Elementary School Library	122	2	--	2	124
Curriculum Laboratory (includes charts)	489	--	--	--	489
TOTAL	611	2	--	2	613
Tests					
Curriculum Laboratory	260	--	--	--	260
Number of Periodicals Currently Received					
Periodicals Room	4,041	774	--	774	4,815
Documents Library					
GPO Depository Items	269	16	--	16	285
State Periodicals	111	--	--	--	111
High School Library	145	31	--	31	176
Elementary School Library	28	5	1	4	32
TOTAL	4,594	826	1	825	5,419
Number of Newspapers Currently Received (all in Periodicals Room)					
Foreign	27	1	--	1	28
Domestic	52	4	--	4	56
College	18	--	--	--	18
TOTAL	97	5	--	5	102

Gifts	Additions	Value
Acquisitions	1,963 (est.)	$ 4,907.50 (est.)
Library Science Library	76	300.07
Curriculum Laboratory	288	964.80
TOTAL	2,327[a]	$ 6,172.37

[a] Does not include volumes added to the Documents Library or Periodicals Department through gift and exchange.

Cards Added and Withdrawn from Library Catalogs	Added	Withdrawn
Public Catalog, Memorial Library	110,275	20,147
High School Library	2,530	306
Elementary School Library	2,355	2,947
TOTAL	115,160	23,400

Number of Volumes Reclassified from Dewey Decimal to Library of Congress Classification	30,857
Number of Book Repairs	3,873
Number of Volumes Borrowed from Other Libraries	1,207
Number of Xerox Copies and Microfilms Purchased from Other Libraries	465
Number of Unfilled Requests	219
Number of Volumes Lent to Other Libraries	48
Number of Volumes Bound	
Books	2,447
Periodicals (plus 2 for High School)	2,517

DEPARTMENT	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Total
REFERENCE													
Attendance	6,597	2,416	7,543	15,553	12,793	5,602	9,831	11,276	8,237	9,970	9,927	3,960	103,705
Circulation	2,335	805	476	1,406	1,117	677	818	1,262	927	932	1,731	546	13,032
Questions	1,036	344	1,782	2,194	1,299	529	1,442	1,500	852	1,544	1,432	525	14,479
CIRCULATION													
Attendance	3,153	2,199	3,617	9,486	10,640	4,213	6,829	9,319	8,384	9,477	11,438	2,801	81,556
Circulation	10,026	4,440	7,496	20,959	22,476	9,582	18,535	28,160	18,190	24,817	31,320	7,947	203,948
PERIODICALS													
Attendance	12,370	4,774	10,839	28,210	27,128	9,411	22,343	29,412	18,531	25,493	31,269	10,773	230,603
Circulation	36,340	14,474	16,941	41,370	42,033	12,364	36,204	49,316	29,227	43,773	57,153	20,158	399,353
Questions	1,127	426	1,161	1,808	1,988	506	1,996	2,191	1,430	2,293	2,203	701	17,830
RESERVE													
Attendance	1,802	677	2,754	7,799	6,261	2,736	5,971	7,485	5,148	6,101	8,175	3,146	58,055
Circulation	2,369	909	2,729	7,594	6,398	2,501	5,538	6,891	5,224	6,173	10,577	3,436	60,339
CURRIC. LAB.													
Attendance	1,762	574	624	2,081	2,549	551	1,699	2,924	1,478	2,794	3,163	1,054	21,253
Circulation	6,896	2,804	1,865	6,331	10,880	2,162	5,059	11,493	6,331	10,192	12,662	3,505	80,180
Questions	630	167	195	561	730	156	421	634	248	278	427	189	4,636
DOCUMENTS													
Attendance	1,380	435	1,167	2,564	3,059	1,102	2,529	2,828	2,047	2,129	2,366	982	22,588
Circulation	3,931	1,227	501	2,507	4,430	843	4,071	3,553	1,945	2,026	2,684	1,023	28,741
Questions	632	193	305	589	690	213	660	488	312	348	346	184	4,960
LIBRARY SCIENCE													
Attendance	1,693	574	1,782	3,997	3,607	1,142	2,828	3,303	2,810	3,069	3,130	1,114	29,049
Circulation	835	296	1,044	2,124	1,467	261	1,775	1,676	745	2,140	1,607	277	14,247
HIGH SCHOOL													
Attendance	712	--	2,521	2,848	1,894	1,659	2,912	2,617	2,804	2,478	1,668	908	23,021
Circulation	542	--	1,012	982	940	855	1,022	725	994	824	802	42	8,740
Questions	127	--	397	487	432	401	495	470	479	486	318	84	4,176

USE OF THE LIBRARY (CONTINUED)

DEPARTMENT	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Total
ELEM. SCHOOL													
Attendance	2,138	211	2,362	2,765	2,564	1,986	2,488	2,498	2,304	2,616	2,751	1,432	26,115
Circulation	2,651	308	3,168	3,742	3,374	1,679	3,799	3,487	2,620	3,604	2,904	958	32,294
Questions	34	12	65	83	54	100	113	83	51	76	92	98	871

TOTAL ATTENDANCE: 595,945
TOTAL CIRCULATION: 840,874
TOTAL QUESTIONS: 46,952

1969-70 HOURS, WEEKLY -- 93½

1970-71 HOURS, WEEKLY -- 97½

*AVERAGE CIRCULATION PER STUDENT: 59
**AVERAGE CIRCULATION PER FACULTY MEMBER: 30

*From University Library only (all departments).
**Only includes out of building loans from Circulation Department, Curriculum Laboratory, Periodicals Room, and Library Science Reading Room.

PROFESSIONAL STAFF, 1970-71

Mr. James B. Alsip, Circulation Librarian

Mr. Arnold Balk, Periodicals Librarian

Mrs. Ruthann Burton, Assistant Catalog Librarian (half-time only)

Mr. Roy Chang, Assistant Circulation Librarian

Mrs. Sybil Donaldson, Bibliographer

Mrs. Billie Gile, Assistant Catalog Librarian

Mrs. Donna Goehner, Curriculum Laboratory Librarian

Miss Christine Henderson, Assistant Reference Librarian (September 14, 1970 - April 9, 1971)

Mr. Stanley Humenuk, Head Catalog Librarian

Dr. Ernest Liddle, Acquisitions Librarian (September 14, 1970 - June 11, 1971)

Dr. Donald S. Mac Vean, Director of Libraries

Miss Lois Mills, Documents and Legal Reference Librarian (on leave effective January 4, 1971 - June 11, 1971)

Mrs. Elosia Mitchell, Assistant Acquisitions Librarian (half-time only effective January 4, 1971)

Mr. Helio Nardo, Assistant Catalog Librarian

Miss Lucile Neu, Assistant Reference Librarian

Mrs. Shelia Nollen, Assistant Documents Librarian (temporary effective January 4, 1971 - June 11, 1971, half-time only)

Mrs. Marilyn Peterson, Assistant Reference Librarian (temporary effective April 13, 1971 - June 11, 1971)

Mrs. Rene Raatjes, Assistant Catalog Librarian

Mrs. Gordana Rezab, Assistant Acquisitions Librarian (effective January 4, 1971 and half-time only)

Miss Joyce Lynn Robison, Assistant Reference Librarian (September 14, 1970 - December 31, 1970)

Mrs. Thyra Russell, Assistant Acquisitions Librarian

Mr. Kenneth Smejkal, Assistant Catalog Librarian

Mrs. Martha L. Swanson, Assistant Catalog Librarian (September 14, 1970 - June 11, 1971)

PROFESSIONAL STAFF, 1970-71 (CONTINUED)

Mr. Edgar D. Welch, Assistant Catalog Librarian (temporary, half-time only effective September 14, 1970 - December 31, 1970; temporary, full-time effective January 4, 1971 - June 11, 1971)

Mr. W. J. Whitehead, Library Systems Analyst (on leave effective September 14, 1970)

Laboratory School

Mrs. Mary Ellen Graff, Elementary School Librarian

Mrs. Shirley Haines, High School Librarian (resigned June 11, 1971)

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1969/70

THE LIBRARY OF THE
APR 22 1971
UNIVERSITY OF ILLINOIS
AT URBANA-CHAMPAIGN

WESTERN ILLINOIS UNIVERSITY

MEMORIAL LIBRARY

ANNUAL REPORT

JULY 1, 1969 - JUNE 30, 1970

MEMORIAL LIBRARY
WESTERN ILLINOIS UNIVERSITY
MACOMB, ILLINOIS 61455

ANNUAL REPORT 1969-70

This report shows the growth, use, and financial expenditures of the university and laboratory school libraries for the past fiscal year. Facts and figures for the Department of Library Science are excluded except for books added and statistics of use for the reading room.

I. Statistical Comparisons, 1969-70 with 1968-69

A. Staff -- The 23 faculty positions (including 2 in the Laboratory School) were filled by 24 persons compared to 21 persons and 20½ respectively in 1968-69. The Civil Service staff was reduced from 28 to 27 due to the loss of several part-time temporary positions. The total number of different student employees rose from 140 to 229 and the total hours worked increased from 29,864 to 40,560. The percentages of increase for students in each case were 64 per cent and 36 per cent respectively.

B. Expenditures -- Salaries and wages increased from $310,488.66 to $448,364.00 or 44 per cent. Expenditures from state and federal funds for books and periodical back issues totaled $299,321.66 compared to $306,710.82 for last year, a decrease of 2.13 per cent. The cost of subscriptions rose to $68,999.60 from $53,224.22, an increase of 30 per cent. Payments for binding decreased from $19,800.00 to $12,012.55 or 39 per cent. Due to removal of the line item for printing from the budget and the assignment of such costs to either commodities or contractual services, any comparisons made for these categories would be meaningless. Expenditures for all line items totaled $849,007.61 compared to $727,265.94 in 1968-69, an increase of 17 per cent. The only significant increases in expenditures were for salaries and wages and for current subscriptions. Most other categories actually decreased.

C. Growth of Collections -- Volumes added, after deducting withdrawals of 2,147, totaled 33,191 compared to 33,902 last year, a decrease of .02 per cent. Volumes reclassified from the Dewey Decimal to the Library of Congress classification rose from 12,775 to 25,839, an increase of 102 per cent. The book collection now totals 285,235,[1] an increase of 13.7 per cent over last year and 101.9 per cent increase during the last five years. It should not be assumed that the slight decrease in volumes added resulted only from the fact that more attention was given to the reclassification effort by the Cataloging Department staff. There were other reasons, as follows: (1) the total lack of any Library of Congress catalog cards on hand for about a three week period in August; (2) the very time consuming processing of numerous series and sets which had been

[1] See page 9 for categories of books included in this total.

delayed for several years due to the lack of trained staff members; and (3) other catalog reorganization procedures which required a great deal of staff time. In the latter case, some such details were incidental to reclassification, but others were needed in order to make the catalog a better finding and bibliographic tool. Over all, the processing index (i.e., all procedures performed) for the Catalog Department increased 13.32 per cent over 1968-69. Despite the fact that the number of volumes added to the main book and periodical collections declined slightly, significant increases were made in the Curriculum Laboratory (2,952 or 48 per cent) and in the Documents and Legal Reference holdings (6,571 or 20 per cent). It should be noted that worthwhile titles in the forms of pamphlets and microform were acquired, particularly in the Documents collection. Such titles do not appear in the volume count, but in many instances they constitute important publications. In addition to the 4,306 bound volumes added to the periodical holdings, 723 new periodical subscriptions were started. The total number received now is 4,594.

D. Use of the Collections -- Three categories of statistics showing use are collected regularly: (1) attendance, (2) circulation, and (3) patrons' questions answered. (Summaries appear on pages 12 and 13.) All show a healthy increase for the year over the previous one: attendance -- 481,468 to 719,346 or 49.4 per cent; circulation -- 500,928 to 660,770 or 31.9 per cent; and total questions -- 40,876 to 45,806 or 12.1 per cent.

The increase in attendance is amazing in light of the fact that the number of seats (831) has remained static for several years and the hours of opening were extended by only seven hours this year. The figure would have been higher if more seats had been available. At certain hours during the day, practically all seats were filled and students were turned away for the lack of such. The increases in all categories of use are probably explained by the increases in student enrollment and the number of faculty, improvement of the collection in qualitative terms, and the lack of a proper study environment in other university buildings.

The borrowing of titles from other libraries continues to grow and this service now requires more than half the time of one staff member. A total of 1,912 books, copies, films, and tapes were either borrowed or purchased during the year, compared to 1,655 last year. Most of the items were furnished by the University of Illinois and the Illinois State Libraries.

II. State of the Collections

In measuring the quality of library collections, standards approved by professional associations and state governing boards are frequently applied. It is admitted that such standards lack validity both because of the variations among them and the questionable factors and assumptions upon which they are based, but for the lack of more accurate, measureable criteria, they occasionally must be used. At present, there are

at least three sets of standards which are applicable to university library book collections, as follows: (1) Clapp-Jordan,[1] ALA Standards for College Libraries,[2] and (3) the standards approved by the state of Washington for its colleges and universities.[3]

Each of the standards has been applied to this collection as of June 30, 1969, and the figures are shown below. In this instance the total used for this book collection is 285,235 volumes based on all cataloged holdings plus bound volumes of periodicals in the university and laboratory school libraries.

		Percentage Held By W.I.U.
Clapp-Jordan		
Basic Undergraduate Library	50,750 vols.	
(595 FTE Faculty Members) (100 vols.)	59,500 vols.	
(11,112 FTE Students) (12 vols.)	133,344 vols.	
(48 Undergraduate Majors) (335 vols.)	16,080 vols.	
(37 graduate programs) (3,050 vols.)	112,850 vols.	
(1 6th year program) (24,500 vols.)	24,500 vols.	
Total	397,024 vols.	71.84%
ALA Standards		
For First 600 Students	50,000 vols.	
(Each additional 200 students) (10,000 vols.)	520,000 vols.	
Total	570,000 vols.	50.04%
Washington State Standards		
Basic Collection	85,000 vols.	
(595 FT Faculty) (100 vols.)	59,500 vols.	
(11,112 FT Students) (15 vols.)	166,680 vols.	
(37 master's programs) (6,100 vols.)	225,700 vols.	
(1 6th year program) (24,500 vols.)	24,500 vols.	
Total	561,380 vols.	50.81%

In addition to the above standards, the United States Office of Education in its 1969 "Instructions for Preparation and Submission of Applications for Grants for the Acquisition of College Library Resources"

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[1] Clapp, Verner W. and Jordan, Robert T. "Quantitative Criteria for Adequacy of Academic Library Collections", College and Research Libraries, 27:123-30, March, 1966.

[2] "ALA Standards for College Libraries", College and Research Libraries, 20:274-80, July, 1959.

[3] Washington Interinstitutional Committee of Business Officers. A Model Budget Analysis System for Program 05 Libraries. Office of Interinstitutional Business Studies, 1968, 17 p.

specified the minimum number of volumes that each type of institution should hold. For colleges it was as follows:

		Percentage Held by W.I.U.
For First 600 Students	50,000 vols.	
(Each additional 200 FT Students) (10,000 v.)	520,000 vols.	
(16* master's degree fields) (3,000 vols.)	48,000 vols.	
Total	618,000 vols.	46.15%

III. Physical Rearrangements

Space in the library building for books, readers, and staff has been inadequate for several years. The increased student enrollment, larger faculty and staff, and additions to collections only intensified the situation this year. The circulating collection, previously shelved entirely in the basement, overflowed onto the first floor into the room previously occupied by the reserve collection plus one module of the reference room. The reserve collection was moved to a third floor classroom and the classes formerly held here were moved to the fifth floor into the general conference room. Additional periodical volumes were placed in a storage area within the building. The above changes were accomplished without a reduction in the number of seats which remains at 831.

Two classrooms in Sallee Hall were assigned to the library for storage and probably both will be largely filled during the coming year. Once a day delivery of volumes from the storage area was all that could be provided, but this was not satisfactory and was the cause of numerous complaints. Since there is a somewhat larger budget for student assistants for the coming year, twice a day service will be offered.

Perhaps the happiest development regarding the library space problem was the start made on planning a new library building. With both a general faculty and a library staff committee at work, a program for a new and much larger building was written and an estimate of cost prepared. Undoubtedly the building will have to be erected in two phases. The request for the new building is now before the Board of Governors. If approved there and at higher levels, it is hoped that funds will be available so that detailed planning may start in 1971-72, construction may commence in 1972-73, and occupancy may take place in late 1974 or early 1975. Only a new and much enlarged and better located building will make satisfactory library service possible on this campus. At present, it is even more critical than the annual operating budget which is also in need of considerable expansion if the collections are to be improved to meet current and future needs.

*Based on O.E. List

IV. Hours of Service

The library was open 93½ hours per week, an extension of seven hours over the year before. The added hours were in the evening; on Sunday through Tuesday closing was changed from 10:00 p.m. to midnight. These additional hours were granted in response to requests by students who insisted that the library is the only place on campus quiet enough to study during evening hours. Attendance during the 10:00 hour was reasonably good -- 104 on the average -- but for the 11:00 hour it was only 41 which is quite unsatisfactory and causes doubt if service during this hour is worthwhile. Perhaps another year's trial with the late evening hours is indicated before any changes are made.

V. Library Staff Committees

There are nine staff committees as follows: (1) Book Selection; (2) Personnel, Budget, and Appeals; (3) Physical Rearrangements; (4) Documets; (5) Automation; (6) Catalog Policy; (7) Special Collections; (8) Curriculum Laboratory Policy; and (9) Staff Services. Of the nine, the first three were the most active. Scarcely a week elapsed that each of the three did not meet, and the agendas were long most of the time. Since committee work has become so expensive in terms of staff time, particularly for the Director and the Department Heads, an effort will be made this year to consolidate several of the committees into one, limit the agenda to only the most important items, and lessen the frequency of meetings.

VI. Automation

For the past three years the library's Acquisitions Department has used a partially automated book order and budget keeping system. This system provides computer printed book orders, Library of Congress card orders, an on-order and in-process print-out twice weekly, a monthly accession list, and current balances for all funds within the book budget. There have been several refinements of the system from time to time. This year the Systems Analyst devised programs for a computer-printed current periodical subscription list. This will be useful as a control list for the library staff and will provide a convenient check list for the teaching departments. Other developments in automation are being studied and it is hoped that other procedures may be started during the coming year.

VII. Inventory, Losses, and Mutilation

Staff time was not available to take inventory of the circulating collection this year. Inventory was taken in two of the smaller collections -- the Library Science Reading Room and Curriculum Laboratory. In the first, 32 volumes out of 2,755 were missing and in the second, 131 of 9,119 volumes. The total loss was not high in view of the increased rate of use and the very imperfect control which exists.

It seems that mutilation of periodicals continues at a rather high rate even though the total extent of it is not known. A turnstile

arrived late in the year, but at this time it is impossible to say how effective it will be. Unlike what happened at several Illinois universities, this library escaped any disruption of its services or damage to its property as a result of student activism.

Before ending this report, mention should be made of the retirement of Miss Margaret Wardell, Head Reference Librarian, who has served here for thirty-three consecutive years and who was away on sabbatical for only one term during the entire period. Miss Wardell's period of service spanned almost half the years of the institution's existence and certainly no one on this faculty has served with greater faithfulness nor with a keener sense of duty. She will be greatly missed by the staff and faculty alike.

Donald S. Mac Vean
Director of Libraries

DSM:ct

PERSONNEL AND FINANCIAL INFORMATION
1969-70

1. Personnel

a. Professional Staff	23[a]
b. Civil Service Staff	27[b]
c. Student Assistants	
Total Number	229
Total Hours	40,560

2. Financial Information

a. Salaries and Wages

Professional Staff	$ 235,740.00[c]	
Civil Service Staff	153,060.00	
Student Assistants	59,564.00	
TOTAL		$ 448,364.00

b. Books[d]

University Library	$ 204,101.84[e]	
Periodicals -- Back Issues	90,710.84[f]	
High School Library	2,694.47[g]	
Elementary School Library	1,814.51[h]	
TOTAL		$ 299,321.66

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[a] Includes two Laboratory School librarians and two persons employed half-time only. One person started work on November 3, 1969.

[b] Four persons were temporary.

[c] Laboratory School librarians are paid from Laboratory School budget.

[d] Book budget figures are as of July 30, 1970.

[e] An additional $35,987.08 is encumbered against the 1969-70 budget. Included in this category is $24,432.08 from an HEA Title II A grant.

[f] An additional $47,276.84 is encumbered against the 1969-70 budget.

[g] An additional $167.90 is encumbered against the 1969-70 budget.

[h] An additional $22.64 is encumbered against the 1969-70 budget.

PERSONNEL AND FINANCIAL INFORMATION (CONTINUED)

c. Subscriptions

Periodicals	$ 66,812.90[a]	
Ref., Cur. Lab., Biblio. Area, etc.	887.95[b]	
Laboratory School Libraries	1,298.75	
TOTAL		$ 68,999.60

d. Binding

Periodicals	$ 7,728.99	
Documents	306.26	
Books	3,671.04	
Laboratory School Libraries	306.26	
TOTAL		$ 12,012.55

e. Commodities	$ 12,240.85[c]
f. Equipment	$ 8,068.95[d]
GRAND TOTAL OF ALL EXPENDITURES	$ 849,007.61

[a] An additional $503.76 is encumbered against the 1969-70 budget.
[b] An additional $16.95 is encumbered against the 1969-70 budget.
[c] An additional $1,788.69 is encumbered against the 1969-70 budget.
[d] An additional $2,828.83 is encumbered against the 1969-70 budget.

LIBRARY COLLECTIONS
Holdings as of June 30, 1970

University Library	1969	Additions	Withdrawn	Gain or Loss	Total 1970
Books (Cataloged Volumes)	157,686	19,885[a]	1,494	18,391	176,077
Periodicals (Bound Volumes) excluding those in the Documents Library	33,943	4,306	-----	4,306	38,249
TOTAL	191,629	24,191	1,494	22,697	214,326
Laboratory School					
High School Library	9,686	672	208	464	10,150
Elementary School Library	9,755	616	420	196	9,951
TOTAL	19,441	1,288	628	660	20,101
Library Science Reading Room	2,436	336	25	311	2,747
Curriculum Laboratory	6,167	2,952	-----	2,952	9,119
Documents & Legal Reference Library volumes including bound periodicals	32,371[b]	6,571	-----	6,571	38,942
GRAND TOTAL	252,044	35,338	2,147	33,191	285,235
Microprint Materials					
Microfilm (# of reels)	4,213	1,065			5,278
Other Microforms (cards and fisches)	48,418	15,600			64,018
TOTAL	52,631	16,665			69,296
Pamphlets					
Documents Library	35,300	10,695	-----	10,695	45,995
Library Science Library	424	197	-----	197	621
High School Library	14,535[c]	798	992	-194	14,341
Elementary School Library	1,930	110	-----	110	2,040
TOTAL	52,189	11,800	992	10,808	62,997[d]

[a] Includes 110 volumes purchased for the extension division.
[b] Corrected total for 1968-69.
[c] Corrected total for 1968-69.
[d] Does not include pamphlets in Reference Department and the Curriculum Lab.

Phonodiscs	1969	Additions	Withdrawn	Gain or Loss	Total 1970
Curriculum Laboratory	63	115	---	115	178
Maps[a]					
Elementary School Library	121	1	---	1	122
Curriculum Laboratory (includes charts)	489	---	---	---	489
TOTAL	610	1	---	1	610
Tests					
Curriculum Laboratory	528	83	351	-268	260
Number of Periodicals Currently Received					
Periodicals Room	3,378	830	167	663	4,041
Documents Library					
GPO Depository Items	227	42	---	42	269
State Periodicals	96	15	---	15[b]	111
High School Library	130	15	---	15	145
Elementary School Library	25	3	---	3	28
TOTAL	3,856	905	167	723	4,594
Number of Newspapers Currently Received (all in Periodicals Room)					
Foreign	22	5	---	5	27
Domestic	41	11	---	11	52
College	17	1	---	1	18
TOTAL	80	17	---	17	97

(a)Maps formerly held by the Documents Library were transferred to the Map Library in the Geography Department.

(b)Transferred from Periodicals Room; not reflected in total for this column.

Gifts	Additions	Value
Acquisitions	1,000 (est.)	$ 2,510 (est.)
Library Science Library	62	191.82
Curriculum Laboratory	283	707.50
TOTAL	1,345[a]	$ 3,409.32

Cards Added and Withdrawn from Library Catalogs	Added	Withdrawn
Public Catalog, Memorial Library	68,191	9,000
High School Library	2,500	37
Elementary School Library	3,344	1,909
TOTAL	74,035	10,946

Number of Volumes Reclassified from Dewey Decimal to Library of Congress Classification	25,839
Number of Book Repairs	1,540
Number of Volumes Borrowed from Other Libraries	852
Number of Xerox Copies, Films and Tapes Purchased from Other Libraries	1,060
Number of Volumes and Xerox Copies Lent to Other Libraries	59
Number of Volumes Bound	
Books	2,115
Periodicals (plus 3 for High School)	4,330

[a] Does not include volumes added to the Documents Library through gift and exchange.

USE OF THE LIBRARY

DEPARTMENT	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Total
REFERENCE													
Attendance	5,396	2,476	14,716	16,507	11,122	6,990	11,419	14,547	6,060	12,327	12,184	3,209	116,953
Circulation	2,231	681	2,282	2,851	3,241	1,110	2,098	5,199	1,444	3,098	4,313	610	29,158
Questions	962	397	2,498	2,026	1,492	1,043	1,042	1,322	766	2,008	1,783	639	15,878
CIRCULATION													
Attendance	2,692	1,068	4,990	5,973	4,387	2,602	4,730	5,768	2,107	6,293	5,846	1,220	47,676
Circulation	8,935	3,518	11,697	16,984	11,180	7,916	14,446	17,282	7,207	18,167	21,231	4,438	143,001
PERIODICALS													
Attendance	12,262	4,389	19,498	26,299	18,619	12,172	22,752	26,703	9,623	23,609	27,243	5,060	208,229
Circulation	24,779	9,657	26,390	30,558	21,781	12,307	29,143	35,257	12,965	34,218	45,340	11,727	292,431
Questions	1,069	294	1,799	2,324	1,602	1,291	2,059	1,998	710	1,805	1,977	411	17,339
RESERVE													
Attendance	2,574	1,108	6,734	7,128	4,404	3,364	4,274	5,165	2,364	6,355	6,698	1,379	51,547
Circulation	2,148	961	6,592	7,261	5,083	4,121	4,934	6,234	3,084	8,139	9,814	1,321	59,692
CURRIC. LAB.													
Attendance	1,635	701	1,208	2,125	1,260	903	1,836	2,025	767	2,157	1,936	458	17,011
Circulation	5,647	2,779	3,687	6,776	4,826	2,575	5,936	6,798	1,633	5,926	8,096	1,363	57,042
Questions	403	133	310	492	260	192	507	549	164	521	548	210	4,287
DOCUMENTS													
Attendance	781	268	2,261	2,752	1,894	1,165	1,958	2,795	1,149	2,348	2,349	615	20,335
Circulation	1,008	407	701	1,986	1,794	942	1,945	3,448	1,339	4,373	4,275	1,027	23,245
Questions	315	111	519	571	451	267	566	808	365	911	782	201	5,867
LIBRARY SCIENCE													
Attendance	1,590	814	2,555	2,865	2,118	1,541	2,932	2,506	1,575	3,369	2,792	542	25,199
Circulation	912	310	1,636	1,575	543	1,141	1,800	1,176	547	1,297	1,311	229	12,477
HIGH SCHOOL													
Attendance	Monthly statistics not available due to loss.												21,318
Circulation	486	---	1,215	1,212	1,024	1,042	1,049	1,349	1,149	1,710	1,322	582	12,140
Questions	Monthly statistics not available due to loss.												1,650

USE OF THE LIBRARY (CONTINUED)

DEPARTMENT	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Total
ELEM. SCHOOL													
Attendance	1,562	144	2,900	2,947	2,423	2,080	3,151	2,645	2,209	3,516	2,974	1,227	27,778
Circulation	2,308	58	3,954	3,485	2,761	1,941	3,467	2,984	2,453	3,840	2,749	1,584	31,584
Questions	73	6	107	112	118	63	97	46	53	49	43	18	785

TOTAL ATTENDANCE: 719,346

TOTAL CIRCULATION: 660,770

TOTAL QUESTIONS: 45,806

1968-69 HOURS, WEEKLY -- 87½

1969-70 HOURS, WEEKLY -- 93½

PROFESSIONAL STAFF, 1969-70

Mr. James B. Alsip, Circulation Librarian (effective September 3, 1969)

Mr. Arnold Balk, Periodicals Librarian

Mrs. Ruthann Burton, Assistant Catalog Librarian (half-time only)

Mr. Roy Chang, Reserve Librarian and Night and Weekend Supervisor (on leave effective September 3, 1969)

Mrs. Sybil Donaldson, Acquisitions Librarian (on leave effective September 3, 1969)

Mrs. Billie Gile, Assistant Catalog Librarian (effective September 3, 1969)

Mrs. Donna Goehner, Curriculum Laboratory Librarian

Miss Christine Henderson, Assistant Reference Librarian

Mr. Stanley Humenuk, Head Catalog Librarian (effective November 3, 1969)

Dr. Ernest Liddle, Acting Acquisitions Librarian (effective September 3, 1969)

Mr. Raymond Lin, Assistant Catalog Librarian (on leave effective June 23, 1969; resigned June 6, 1970)

Dr. Donald S. Mac Vean, Director of Libraries

Miss Lois Mills, Documents and Legal Reference Librarian

Mrs. Elosia Mitchell, Assistant Acquisitions Librarian (effective June 23, 1969)

Mr. Helio Nardo Assistant Catalog Librarian (effective September 3, 1969)

Miss Lucile Neu, Assistant Reference Librarian

Mrs. Rene Raatjes, Assistant Catalog Librarian (September 3, 1969 - July 31, 1970 only)

Miss Joyce Lynn Robison, Reserve Librarian and Night and Weekend Supervisor (effective September 3, 1969)

Mrs. Thyra Russell, Assistant Acquisitions Librarian (September 3, 1969 - June 6, 1970 only)

Mr. Kenneth Smejkal, Assistant Catalog Librarian

Mrs. Martha L. Swanson, Assistant Catalog Librarian (September 3, 1969 - June 6, 1970 only)

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PROFESSIONAL STAFF, 1969-70 (CONTINUED)

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Mr. Edgar D. Welch, Assistant Catalog Librarian (half-time only)

Mr. W. J. Whitehead, Library Systems Analyst

Laboratory School

Mrs. Mary Ellen Graff, Elementary School Librarian

Mrs. Shirley Haines, High School Librarian

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